



Borough of Pottstown

Borough Hall, 100 East High Street
Pottstown, Pennsylvania 19464-9525

Zoning Permit Application
Licensing and Inspections
Phone 610-970-6520 Fax 610-970-6599

Additions, Accessory Structures, Home Occupations

1. Property Information

Project Address: _____

Parcel ID 1600-_____ Zoning District: _____ HARB Zone Yes No

Property Owner Name: _____ Phone: _____

Property Owner Address _____

Applicant Name: _____ Phone: _____

Applicant Address: _____

Contractor Name: _____ Phone: _____

Contractor PA HIC # _____ If Commercial Project, Contractor Pottstown Reg # _____

**Must provide contractor insurance certificate*

2. Project:

Attach an 8 x 11 plot plan to this application showing property lines with street and alley names, all existing structures, and proposed improvements with front, side, and rear setbacks. (Page 3 example is attached.) Accessory structures may not encroach into any public right of way or obstruct any clear sight distance related to sidewalks, street or alleys. All existing structures/accessories are to be included on this plot plan

Fence **New** **Replacement** *Fences and walls may be placed up to the rear and side property line, however it is recommended to allow enough room to be able to maintain your property (paint, repair, cut grass, etc.) without trespassing onto any neighboring property.*

Wall under 4 ft ***Wall over 4 ft * Building permit also required**

Shed –Residential use not to exceed 8 feet in overall height and 120 square feet. 3 foot setback from each side yard and at the rear of the property is required. *If a utility is added a building permit is required after Zoning approval.*

Pool *-A dedicated GFCI is required within 20 ft of pool. Building/Electrical permit also required.*
-The location of the pool must be marked for the borough to confirm setbacks prior application.

Choose One: Storable Pool (to be taken down end of season) Above Ground Pool
 In Ground Pool

Other Accessory Structure (includes driveway, gazebo, pergola, etc.) Description _____

Addition (porch roof, deck, home addition, garage, etc.) Description _____
**Building permit is required after Zoning Approval*

Home Occupation *(Must be accompanied by "Starting A Business" form.)*

3. Total Cost of Project \$ _____ Start Date Proposed _____

*Zoning permits expire after 6 months of issuance. **NOTIFY LICENSING AND INSPECTIONS UPON COMPLETION OF WORK**

4. Details:

Fence/Wall: **Height** : Side _____ Front _____ Rear _____ (See diagram on page 3)

Style : (picket, stockade, shadowbox, etc.) _____

Material : (wood, chain link, vinyl, brick, stone, etc.) _____

Shed: Size of proposed shed _____

All Other Accessory/Addition (include material, height, width, length, etc. as applicable) _____

5. If rental property, owner's signature is **required**:

I further certify that the information above is true and accurate to the best of my knowledge. I understand that the submission on inaccurate or incorrect information on this form could subject the applicant/owner to a loss of registration within the Borough and revocation of the permit.

Owner Print _____

Owner Signature: _____ Date: _____

Applicant Print _____

Applicant Signature: _____ Date: _____

**PERMIT FEES ARE NON-REFUNDABLE
NOTIFY LICENSING AND INSPECTIONS UPON COMPLETION OF WORK**

LICENSING AND INSPECTIONS USE:

Fee \$ _____

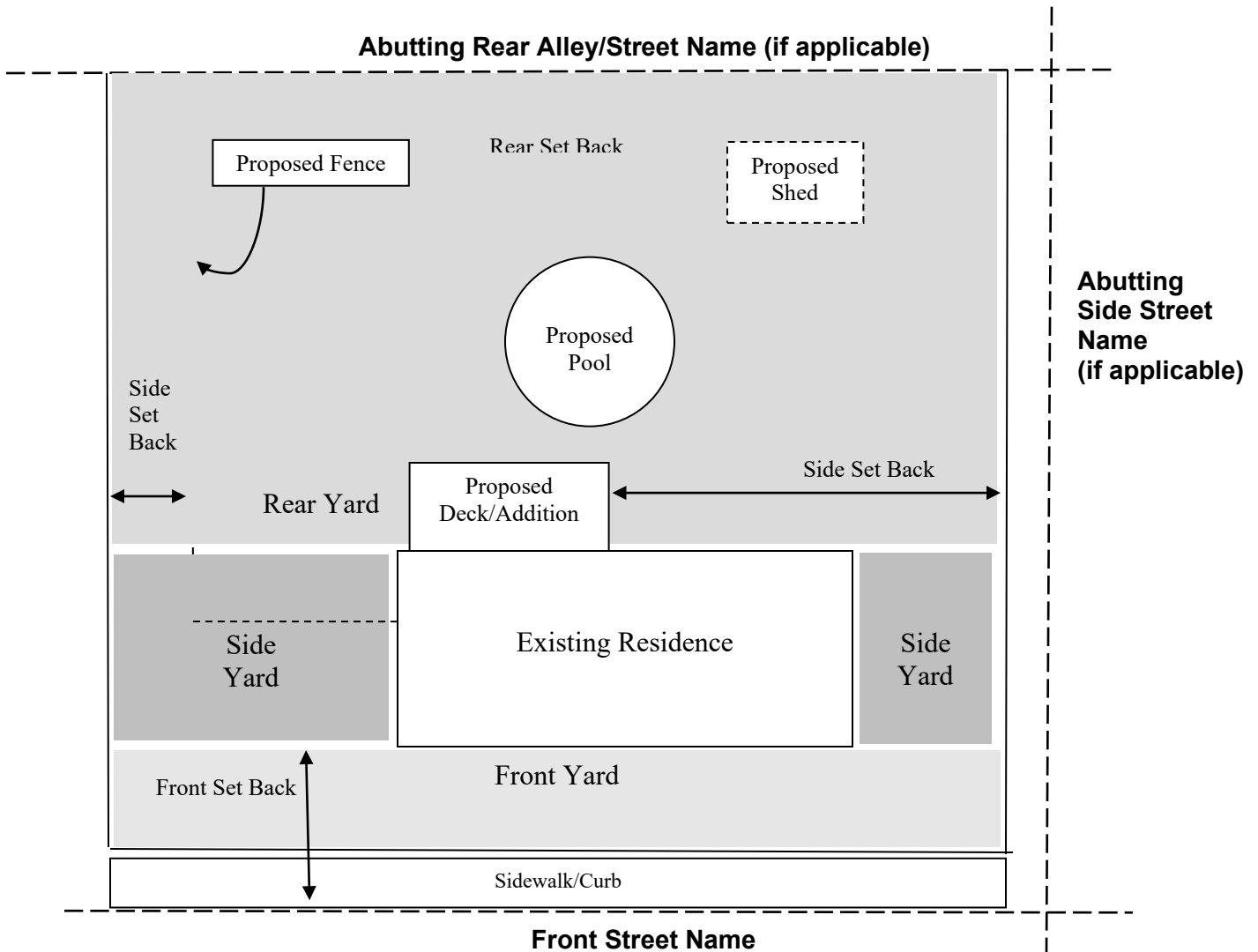
Approved By:

Signature _____

Date _____

SAMPLE PLOT PLAN

Submit Your 8 x 11 (or larger) Plan on Separate Sheet



Show all existing structures/accessories on property.

It is the Property Owners responsibility to know where the property lines are located.

If you are unsure of your property lines, plot plans are available at our Public Works Department or you may hire a private surveyor.

Accessory structures may not encroach into any public right of way or obstruct any clear sight distance related to sidewalks, street or alleys.