



# Borough of Pottstown

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

**Licensing and Inspections**  
Phone (610) 970-6520 Fax (610) 970-6599

Email: [LNIAdmin@pottstown.org](mailto:LNIAdmin@pottstown.org)

## APPLICATION FOR PLAN EXAMINATION AND BUILDING PERMIT Residential Renovations, Alterations and Accessory Structures

Date	Type <input type="checkbox"/> Electrical (E) <input type="checkbox"/> Plumbing (P) <input type="checkbox"/> Building (B) <input type="checkbox"/> Mechanical (M) <input type="checkbox"/> Other (O)	Is Owner Applicant (Y/N)
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### Applicant's Information

First Name		Last Name or Business Name		Phone	
Email		Cell Phone Number		Other	
Number	Dir.	Street Name		City	State   Zip

### Property Information

Number	Dir.	Street Name		Zip	Parcel Number	Zoning
Subdivision		Lot Number		Parcel Type <input type="checkbox"/> Residential (R) <input type="checkbox"/> Industrial (I) <input type="checkbox"/> Commercial (C) <input type="checkbox"/> Other (O)		
Is the property in the historic district		Rental Property Y/N		<input type="checkbox"/> Single family <input type="checkbox"/> Multi-unit Residential <input type="checkbox"/> Owner occupied <input type="checkbox"/> Rental property <input type="checkbox"/> Single-unit Commercial <input type="checkbox"/> Multi-unit Commercial Total number of units		

### Owner Information

First Name		Last Name or Business Name		Phone	
Number	Dir.	Street Name		City	State   Zip

### Tenant Information

First Name		Last Name or Business Name		Phone	
Number	Dir.	Street Name		City	State   Zip

All building permit applications must be completely filled out and accompanied by a site plan drawn to an acceptable scale (an acceptable scale is 1" to 20' or bigger) indicating the exact location and size of the proposed structure. The site plan must show setback lines to all property lines, any easements on the property, locations of existing water and sewer lines, wells, utility lines, right-of-ways and any other existing structures and their dimensions on the property as may be required by the Borough.

Four (4) sets of construction documents must also accompany the site plan and building permit application. These construction documents shall be prepared by a registered design professional and stamped/sealed as required by the PAUCC

**PERMIT FEES ARE NON-REFUNDABLE**  
**FEES \$60.00 for the first \$2,000.00 and then 3% of the construction cost.**

**PLAN REVIEW FEES MAY BE APPLICABLE**  
**(REVIEW FEES ARE NOT INCLUDED IN THIS PERMIT FEE)**

Review fees are based upon square footage \$.40 per sq. ft. with a minimum fee of \$250.00 payable to the Borough of Pottstown upon submittal of construction plans.

**General Contractor Information**

First Name		Last Name or Business Name		Phone		
Number	Dir.	Street Name		City	State	Zip

**Contractors Licensing Information**

	Name of Contractor	Registration / License No.	Phone No.	Fax No.
Architect				
Excavation				
Concrete				
Carpentry				
Electrical				
Plumbing				
Sewer				
Mechanical				
Roofing				
Masonry				
Drywall or Lathing				
Sprinkler				
Paving				
Fire Alarm				

**This Box Office Use Only** Application Received: / /

By:

**Type of Residential Building Permit**

<input type="checkbox"/> New Construction (1)	<input type="checkbox"/> Addition (2)	<input type="checkbox"/> Alteration (3)	
<input type="checkbox"/> Repair Replacement (4)	<input type="checkbox"/> Relocation (6)	<input type="checkbox"/> Foundation Only (7)	<input type="checkbox"/> Demolition (5)
<input type="checkbox"/> Accessory Building (Over 200 Sq. Ft.)	<input type="checkbox"/> Garage	<input type="checkbox"/> Deck	<input type="checkbox"/> Pool In Ground, Above Ground, storable / Hot Tub

**Frame Type (Check One Only)**

Steel (1)	Masonry (2)	Concrete (3)	Wood (4)	Other (5)	
	No. Feet		No. of		Sq. Ft.
Frontage		Stories		Lot Area	
Front Setback		Bedrooms		Building Area	
Rear Setback		Full Baths		Parking Area	
Left Setback		Partial Baths		Living Area	
Right Setback		Garages		Basement Area	
Elevation		Windows		Garage Area	
		Fire Places		Enclosed Parking	

**Electrical Permit Application**

**Field Verification Of Underwriter Sticker and Cut Card Prior To Certificate Of Occupancy**

Total Service ___AMPS	Number of Circuits: ___ 2 WIRE ___ 3 WIRE ___ 4 WIRE	Number of Service Outlets: ___ 110V ___ 220V
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	POWER DEVICES	OUTPUT/LOAD		POWER DEVICES	OUTPUT/LOAD
1			6		
2			7		
3			8		
4			9		
5			10		

Service Revisions:

Est. Start	Est. Finish	Est. Value \$
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**Plumbing Permit Application**

**Enter the Number of Fixtures Being Installed or Replaced**

**Fees For All Fixtures \$15.00 Water/Sewer \$35.00/100 Linear Ft. or fraction thereof. Minimum of \$35.00 plus a \$60.00 inspection fee.**

**Plumbing Permit Application Enter the Number of Fixtures Being Installed or Replaced.**

Tubs/showers		Garbage Disposals		Back Flow Preventers	
Shower Stalls		Dishwashers		Water Pumps	
Lavatories		Water Heaters		Roof Openings	
Toilets		Water Softeners		Parking Lot Drains	
Urinals		Sewage Ejectors		Inside Downspouts	
Sinks		Sump Pumps		Swimming Pools	
Laundry Tubs		Floor Drains		Other	
	Public Water (Y/N)	Public Sewer (Y/N)		TOTAL FIXTURES	

**Mechanical Permit Application**

Enter Number of New or Replacement Units

Forced Air Furnaces		Incinerators		Air Handling Units	
Unit Heaters		Boilers		Heat Pumps	
Gas/ Oil Conversions		Coil Units		Air Cleaners	
Space Heaters		Window A/C Units		Humidifiers	
Gravity Furnaces		Split System A/C		Dehumidifiers	
Coal Stokers		A/C Compressors		Other	

Est. Start      /      /	Est. Finish      /      /	Est. Value \$
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### Description of Work:

Permit Type:

Est. Start	Est. Finish	Est. Value \$

Before a Demolition permit is issued: permits are required to be obtained to disconnect the utilities and HARB approval if the property is within the overlay district. Demolition permits may require a Fire Marshall permit and approval also.

Demolition permits are valid for (3) three months: if the demolition work is not completed within that time frame, any bond posted by the applicant shall be forfeited.

There is a requirement for a posting of a financial security in the amount of \$1500.00 to guarantee the proper capping and sealing of the water and sewer services.

Work can not start until a construction fence is erected and / or the area is secured.

1. Obtain plumbing permit to disconnect water and sewer at main.
2. For street opening or damage see Public Works Office
3. Removal of fuel tanks and other hazardous materials, disconnect gas lines at main - see Fire Marshal
4. Disconnect electrical lines, phone lines at the street pole- see Fire Marshal
5. Where an existing party wall or an existing exposed wall which is structurally sound and which is not intended to be used by the person causing the demolition, and further that the surface of the said wall is to remain exposed, such person causing the demolition shall preserve, at his own expense, the party or exposed wall by insuring that the exposed surface shall be made permanently waterproof.
6. Notify Fire Marshal 24 hours prior to demolition 610- 970-6525.
7. Keep property clean, safe and free from any accumulation of rubbish or garbage.
8. Grade and maintain property to prevent erosion or accumulation of water, grade to established street grade.

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

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_