

<b>PERMIT #</b>
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Request Date: \_\_\_\_\_

**SECTION 1. PROPERTY AND OWNERSHIP INFORMATION**

Owner: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ (Available during normal business hours)      Email: \_\_\_\_\_  
 Property Address: \_\_\_\_\_      Folio #: \_\_\_\_\_ (Available On Property Tax Bill)  
 Owner's Address (if different from above): \_\_\_\_\_

**SECTION 2. CONTRACTOR & ARCHITECT/ENGINEER INFORMATION**

Contractor Name: \_\_\_\_\_ (Write exempt if homeowner is completing work)  
 Telephone: \_\_\_\_\_ (Available during normal business hours)      Email: \_\_\_\_\_  
 Contractor Address: \_\_\_\_\_  
 Contractor's PA License Number: \_\_\_\_\_       Current Rutledge Contractor License

Architect/Engineer Name: \_\_\_\_\_ (If required)  
 Telephone: \_\_\_\_\_ (Available during normal business hours)      Email: \_\_\_\_\_  
 Architect Address: \_\_\_\_\_  
 Architect/Engineer PA License Number: \_\_\_\_\_

**SECTION 3. TYPE OF PROPOSED IMPROVEMENT**

TYPE OF IMPROVEMENT (Check all that apply)	PROPOSED USE (For demolition most recent use)																
<input type="checkbox"/> 1. New Building <input type="checkbox"/> 9. Shed (up to 120 SF) <input type="checkbox"/> 2. Addition <input type="checkbox"/> 10. Fence <input type="checkbox"/> 3. Alteration <input type="checkbox"/> 11. Sidewalk, Driveway, Curb <input type="checkbox"/> 4. Repair, Replacement <input type="checkbox"/> 12. Walkway, Patio <input type="checkbox"/> 5. Interior Alteration <input type="checkbox"/> 13. Swimming Pool <input type="checkbox"/> 6. Roofing/Siding <input type="checkbox"/> 14. Demolition <input type="checkbox"/> 7. Deck or porch <input type="checkbox"/> 15. Solar Panels <input type="checkbox"/> 8. Detached Garage (over 120 SF) <input type="checkbox"/> 16. Other: _____	<table border="0"> <tr> <td><b>RESIDENTIAL</b></td> <td><b>NON-RESIDENTIAL</b></td> </tr> <tr> <td><input type="checkbox"/> One Family</td> <td><input type="checkbox"/> Institutional</td> </tr> <tr> <td><input type="checkbox"/> Two or More Family # of units _____</td> <td><input type="checkbox"/> Religious</td> </tr> <tr> <td><input type="checkbox"/> Garage</td> <td><input type="checkbox"/> Office, professional</td> </tr> <tr> <td></td> <td><input type="checkbox"/> Store</td> </tr> <tr> <td></td> <td><input type="checkbox"/> Public Utility</td> </tr> <tr> <td></td> <td><input type="checkbox"/> Towers, Tanks</td> </tr> <tr> <td></td> <td><input type="checkbox"/> Other: _____</td> </tr> </table>	<b>RESIDENTIAL</b>	<b>NON-RESIDENTIAL</b>	<input type="checkbox"/> One Family	<input type="checkbox"/> Institutional	<input type="checkbox"/> Two or More Family # of units _____	<input type="checkbox"/> Religious	<input type="checkbox"/> Garage	<input type="checkbox"/> Office, professional		<input type="checkbox"/> Store		<input type="checkbox"/> Public Utility		<input type="checkbox"/> Towers, Tanks		<input type="checkbox"/> Other: _____
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	<input type="checkbox"/> Public Utility																
	<input type="checkbox"/> Towers, Tanks																
	<input type="checkbox"/> Other: _____																
<b>International Energy Code Compliance</b> <input type="checkbox"/> ResCheck <input type="checkbox"/> ComCheck	<b>DUMPSTER REQUIRED</b> <input type="checkbox"/> Yes <input type="checkbox"/> No																

**SECTION 4. CONSTRUCTION COSTS**      **FOR OFFICE USE ONLY**

Cost of Permitted Work: _____ (Excluding items below) Cost of Plumbing/HVAC: _____ Cost of Electric: _____ TOTAL: _____	<table border="0"> <tr> <td>Application Fee: _____</td> <td>Date Paid: _____</td> </tr> <tr> <td>Permit Fee: _____</td> <td>Check #: _____</td> </tr> <tr> <td>Zoning Fee: _____</td> <td>Amount: _____</td> </tr> <tr> <td>UCC Fee: _____</td> <td>Date Paid: _____</td> </tr> <tr> <td><b>Total Fee:</b> _____</td> <td>Check #: _____</td> </tr> <tr> <td>Additional Re-Inspection Fees: _____</td> <td>Amount: _____</td> </tr> <tr> <td></td> <td>Signature: _____</td> </tr> </table>	Application Fee: _____	Date Paid: _____	Permit Fee: _____	Check #: _____	Zoning Fee: _____	Amount: _____	UCC Fee: _____	Date Paid: _____	<b>Total Fee:</b> _____	Check #: _____	Additional Re-Inspection Fees: _____	Amount: _____		Signature: _____
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<b>Total Fee:</b> _____	Check #: _____														
Additional Re-Inspection Fees: _____	Amount: _____														
	Signature: _____														

**SECTION 5. DESCRIPTION OF PROPOSED IMPROVEMENT**

**If New Construction: New Building, Addition, Deck, Porch, Garage, Shed**

General Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Proposed Use: \_\_\_\_\_

Zoning District:  R-Residential  SR-Service/High Density Residential *Floodplain:*  Property is within a floodplain

Lot Size: \_\_\_\_\_ SQ FT *Number of trees to be removed:* \_\_\_\_\_

Existing Building Lot Coverage: \_\_\_\_\_ SQ FT \_\_\_\_\_ % *Existing Impervious Lot Coverage:* \_\_\_\_\_ SQ FT \_\_\_\_\_ %

Proposed Building Lot Coverage: \_\_\_\_\_ SQ FT \_\_\_\_\_ % *Proposed Impervious Lot Coverage:* \_\_\_\_\_ SQ FT \_\_\_\_\_ %

Total New Building Area: \_\_\_\_\_ SQ FT *Total Area of Site Disturbance:* \_\_\_\_\_ SQ FT

**Three (3) Copies of the following must be sealed and submitted with the application:**

- Plot Plan: Drawn to scale showing the following information:
  - Size of lot with street(s) clearly marked including any setbacks or easements
  - Existing structure(s) including sheds, garages, decks, porches, swimming pools
  - Existing impervious surfaces including driveways, patios and walkways
  - New structure and how it is located in relation to the existing structure. Provide distance from the new structure to the closest rear property line, closest side property line, closest front street line, and closest house line. Also show distances from the improvement to any accessory structures.
  - New impervious surfaces including additional driveway, patios and walkways
- Building Construction Plans: Sealed by a registered architect or engineer in sufficient detail to determine compliance with applicable Borough codes (sheds are exempt from this requirement).

\*For Foundation work you must notify PA One Call before digging (811).

**If Alteration, Repair/Replacement or Demolition Only**

General Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Former Use: \_\_\_\_\_ Proposed Use: \_\_\_\_\_

Altered Building Area (Square Feet): \_\_\_\_\_

Area of Site Disturbance (Square Feet): \_\_\_\_\_

**Three (3) Copies of the following must be submitted with the application:**

- Building Construction Plans: Sealed by a registered architect or engineer (if required) in sufficient detail to determine compliance with applicable Borough codes.
- For Demolition provide photograph and plan of location and size of any building to be demolished.

\*For Demolition or foundation work you must notify PA One Call before digging (811).

**Roofing or Siding**

General Description: \_\_\_\_\_  
\_\_\_\_\_

Application is for:  Repair  New or Total Reroof/Siding *Roofing Contract Required:*  Copy of Roofing Contract

Existing Roofing or Siding Material \_\_\_\_\_ *New Roofing or Siding Material* \_\_\_\_\_

Number of Roofing Layers when permitted work is complete \_\_\_\_\_

**SECTION 5. DETAILED DESCRIPTION OF PROPOSED IMPROVEMENT (CONTINUED)**

**Fence**

General Description: \_\_\_\_\_

Application is for:  Construct New  Replace with same type  Replace with different type

Height of Fence: \_\_\_\_\_ Fencing Material: \_\_\_\_\_

**Three (3) Copies of the following must be submitted with the application:**

1. Site plan to scale showing the location of the fence, verification of placement of finished side, and all proposed gates and opening.
2. Copy of written notice of intention to install a fence sent to all adjoining property owners. \*See additional paperwork.
3. It is recommended that you have a certified surveyor mark your property boundary prior to the installation or locate all of your boundary markers prior to installation.

\*For foundation work you must notify PA One Call before digging (811).

**Sidewalk, Driveway, Curb, Patio or Walkway**

General Description: \_\_\_\_\_

Application is for:  Construct New  Repair or replace Curb, Public Sidewalk or Driveway Apron

Check if this is required due to Borough inspection  Repair or Replace Driveway, Patio or Walkway in same location

**For Repair and Replacement of Existing at the Same location:** Area to be disturbed: (square feet) \_\_\_\_\_

1. Site plan to scale showing the location of the area of work.
2. List the material to be used, including documents in sufficient detail to determine compliance with applicable Borough codes.

**For New & Enlarged Driveways, Patios & Walkways, three (3) Copies of the following must be submitted with the application:**

Lot Size: \_\_\_\_\_ SQ FT Total Area of Site Disturbance: \_\_\_\_\_ SQ FT

Existing Impervious Lot Coverage: \_\_\_\_\_ SQ FT \_\_\_\_\_ % Number of trees to be removed: \_\_\_\_\_

Proposed Impervious Lot Coverage: \_\_\_\_\_ SQ FT \_\_\_\_\_ %

1. Three (3) copies of site plan to scale showing the size and location of existing and proposed impervious surfaces on the site, distances from lot lines, established and proposed finished grades.
2. List the material to be used, including documents in sufficient detail to determine compliance with applicable Borough codes.

**Swimming Pool**

General Description: \_\_\_\_\_

Application is for:  Above ground pool  In-ground pool

Lot Size: \_\_\_\_\_ SQ FT Total Area of Site Disturbance: \_\_\_\_\_ SQ FT

Existing Impervious Lot Coverage: \_\_\_\_\_ SQ FT \_\_\_\_\_ % Number of trees to be removed: \_\_\_\_\_

Proposed Impervious Lot Coverage: \_\_\_\_\_ SQ FT \_\_\_\_\_ %

**Three (3) Copies of the following must submitted with the application:**

1. Plot Plan: Drawn to scale showing the following information:
  - Size of lot with street(s) clearly marked including any setbacks or easements
  - Existing structure(s) including sheds, garages, decks, porches
  - Existing impervious surfaces including driveways, patios and walkways
  - Pool and its location in relation to the existing structure(s). Provide distance from pool to the closest rear property line, closest side property line, closest front street line, and closest house line. Also show distances from the pool to any accessory structures.
2. List the pool material and fencing to be used, including documents in sufficient detail to determine compliance with applicable Borough codes.

**Solar Panels/Other**  
General Description: \_\_\_\_\_  
\_\_\_\_\_

**SECTION 6. APPLICANT'S SIGNATURE**

Applicants Name: \_\_\_\_\_  
(Application can be signed by architect, contractor, or property owner)  
Applicants Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
**NOTES:**  
1. The right is reserved to revoke this permit if it appears that the information and/or signature/name have been obtained by fraud or misrepresentation, or if the Zoning Ordinance is violated.  
2. A permit fee is assessed depending upon the construction/contract cost.  
3. This is an application. It must be reviewed by Code Officials for conformity to the Borough's Codes. If the proposed structure conforms to the Borough's Codes a permit will be issued within 15 working days from the date of receiving the COMPLETE application. A completed application means all of the trades people have filed the permit applications for electrical, hvac, mechanical and plumbing.  
4. If subcontractors are being used submit a list of their names and corresponding trades.  
5. The applicant is responsible for the accuracy of the information contained in this application and the plot plan. If the permit is issued based on incorrect building setback dimensions, incorrect building size, or missing structures the Borough may rescind the permit. All expenses incurred as a result of a misrepresentation are borne by the applicant.  
6. All inspections require a minimum of 48 hours notice with the exception of sewer and water tie-in, which require a minimum of 24 hours notice. In addition to the established fees if the Code Official has to re-inspect due to code violations the applicant will be assessed and additional re-inspection fee.

**FOR OFFICIAL USE ONLY**

**BUILDING INSPECTOR**  Approved  Not Approved  Not Required  
Notes:  
  
Building Inspector Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
**ZONING INSPECTOR**  Approved  Not Approved  Not Required  
Notes:  
  
Building Inspector Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
  
Date Use and Occupancy Certificate mailed to Delaware County: \_\_\_\_\_