



Township of Upper Pottsgrove

MONTGOMERY COUNTY, PENNSYLVANIA

1409 Farmington Avenue Pottstown, PA 19464
Phone: 610-323-8675 Fax: 610-327-1967

ZONING / UNIFORM CONSTRUCTION PERMIT APPLICATION

**FOR ALL RESIDENTIAL AND/OR AGRICULTURAL APPLICATIONS,
THE APPLICATION FEE IS \$50.00 WHICH IS NON-REFUNDABLE.**

**FOR ALL NON-RESIDENTIAL APPLICATIONS,
THE APPLICATION FEE IS \$500.00 PER SUBMITTAL. THIS FEE SHALL BE APPLIED TO THE COST OF THE
PERMIT, AND ANY REMAINING BALANCE SHALL BE REFUNDED TO THE APPLICANT.**

**MAKE CHECKS PAYABLE TO
UPPER POTTS GROVE TOWNSHIP (DUE UPON SUBMISSION)**

LOCATION OF PROPOSED WORK OR IMPROVEMENT

County: _____ Municipality: _____

Site Address: _____ Tax Parcel # _____ Lot# _____

Lot Size: _____ Subdivision/Land Development: _____ Phase: _____ Section: _____

Applicant Name: _____ Address: _____ Phone # _____

Property Owner: _____ Phone # _____ Fax # _____

Mailing Address: _____ E-Mail: _____

Principal Contractor: _____ Phone # _____ Fax # _____

Mailing Address: _____ E-Mail: _____

Architect: _____ Phone # _____ Fax # _____

TYPE of WORK or IMPROVEMENT

<input type="checkbox"/> New Building	<input type="checkbox"/> Addition	<input type="checkbox"/> Alteration	<input type="checkbox"/> Repair	<input type="checkbox"/> Demolition	<input type="checkbox"/> Relocation	<input type="checkbox"/> Sign
<input type="checkbox"/> Foundation Only	<input type="checkbox"/> Change of Use		<input type="checkbox"/> Plumbing	<input type="checkbox"/> Mechanical	<input type="checkbox"/> Electrical	<input type="checkbox"/> Other

Describe the proposed work: _____

ESTIMATED COST OF CONSTRUCTION (Reasonable fair market value): \$ _____

DESCRIPTION OF BUILDING USE (Check One)

RESIDENTIAL or ACCESSORY THERETO

- One-Family Dwelling (R-3)
- Two-Family Dwelling (R-3)

NON-RESIDENTIAL

Specific Use: _____
 Use Group: _____
 Change in Use: Yes No
 If YES, Indicate Former: _____
 Maximum Occupancy Load: _____
 Maximum Live Load: _____

BUILDING/SITE CHARACTERISTICS

Number of Residential Dwelling Units Existing: _____ Proposed: _____
 Mechanical: Indicate Type of Heating/Ventilating/Air Conditioning (i.e. electric, gas, oil, etc.) _____
 Water Service: (Check One) Public (Copy of Authority approval) Private (County Permit Approval if required)
 Sewer Service: (Check One) Public (Copy of Authority approval) Private (Septic Permit # _____)

Does or will your building contain any of the following:

Fireplace(s): Number _____ Type of Fuel _____ Type Vent _____
Elevator/Escalators/Lifts/Moving walks: (Check One) Yes No
Sprinkler System: Yes No
Pressure Vessels: Yes No
Refrigeration Systems: Yes No

BUILDING DIMENSIONS

Existing Building Area: _____ Sq. Ft. Number of Stories: _____
Proposed Building Area: _____ Sq. Ft. Height of Structure Above Grade: _____ Ft.
Total Building Area: _____ Sq. Ft. Area of Largest Floor: _____ Sq. Ft.

FLOODPLAIN

Is the site located within an identified flood hazard area? (Check One) Yes No
Will any portion of the flood hazard area be developed? (Check One) Yes No N/A
Owner/Agent shall verify that any proposed construction and/or development activity complies with the requirements of the National Flood Insurance Program and the Pennsylvania Flood Plain Management Act (Act 166-1 978), specifically Section 60.3

Lowest Floor Level: _____

HISTORIC DISTRICT

Is the site located within a Historic District? Yes No
If construction is proposed within a Historic District, a certificate of appropriateness may be required by the Municipality.

The applicant certifies that all information on this application is correct and the work will be completed in accordance with the "approved" construction documents and the PA Act 45 (Uniform Construction Code) and any additional approved building code requirements adopted by the Municipality. The property owner and applicant assumes the responsibility of locating all property lines, setback lines, easements, rights-of-way, flood areas, etc. Issuance of a permit and approval of construction documents shall not be construed as authority to violate, cancel or set aside any provisions of the codes or ordinances or the Municipality or any other governing body. The applicant certifies he/she understands all the applicable codes, ordinances and regulations.

Application for a permit shall be made by the *owner* or lessee of the building or structure, or *agent* of either, or by the registered design professional employed in connection with the proposed work.

I certify the code administrator or the code administrator's authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code applicable to such permit.

Signature of owner or Authorized Agent

Print Name of Owner or Authorized Agent

Address

Date

Directions to Site: _____

Approved by: _____

Permit #'s _____

REFER TO CHECKLIST TO DETERMINE ADDITIONAL APPLICATION REQUIREMENTS

(2) sets of Building Plans and a list of Materials must be submitted with the application.

A Plot Plan on a separate sheet showing size and location of all structures, either on-lot sewage or public sewer tie in, on-lot water well and distance to property lines (hand drawn is acceptable).

Please attach 2 copies of a Plot Plan on a separate sheet showing size and location of all structures, either on-lot sewage or public sewer tie in, on-lot water well and distance to property lines (hand drawn is acceptable).