

**Trappe Borough**

525 West Main Street Trappe, PA 19426



*Application for a*

# **BUILDING PERMIT**

Questions? Please contact  
Trappe Borough  
at 610-489-7181.



## **DIRECTIONS, QUESTIONS & ANSWERS**

### **BUILDING PERMIT**

1. Complete the Permit Information Sheet.
2. If a contractor is performing all or part of the work, obtain a valid Certificate of Insurance, naming Trappe Borough as an additional insured party.
3. Complete the Project Information Sheet.
4. Pay the required permit fee.
5. Submit items #1 to #4 to the Borough.

#### **Q: I submitted a permit application. What happens next?**

**A:** After a permit application is received, it is reviewed by the Building Inspector. Depending on the level of building activity (spring and summer months are particularly busy) it may take a week or more to properly review a permit application. The Borough will contact you when the permit is ready to pick-up.

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#### **Q: Can I start work before receiving a permit?**

**A:** No work can begin until the Borough has issued a permit.

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#### **Q: How do I schedule an inspection?**

**A:** Contact the Borough at 610-489-7181. Inspection appointments are available between 1:00 and 4:00 pm on Monday. It is strongly recommended that you schedule your inspection three or more days in advance, so please plan accordingly.

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## PERMIT INFORMATION SHEET

### BUILDING PERMIT

#### Property Owner Information

NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

PHONE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

#### Property Information

PROPERTY ADDRESS: \_\_\_\_\_

EXISTING USE: \_\_\_\_\_

OWNER-OCCUPIED

RENTER-OCCUPIED

OTHER: \_\_\_\_\_

#### Contractor Information

(attach additional information if more than one contractor is used)

NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

PHONE: \_\_\_\_\_

PA LICENSE #: \_\_\_\_\_

**NOTE:** All contractors working in the Borough must furnish a valid Certificate of Insurance, naming the Borough as an additional insured party, prior to the issuance of this building permit.

#### FOR BOROUGH USE ONLY

COI received:

TPN:

ZD:

