



## Application for **NON-RESIDENTIAL DRIVEWAY PERMIT**

### **NON-RESIDENTIAL DRIVEWAY PERMIT APPLICATION INSTRUCTIONS:**

(Please refer to Trappe Borough Code §295-10 D. (1) through (10) for more information)

1. **APPLICATION**  
Complete the Non-Residential Driveway Permit Application (*page 3 & 4*) form in its entirety.
2. **DRIVEWAY PERMIT SUBMISSION**  
Submit all of the following documents at the same time. None will be accepted unless all documents are submitted:
  - A. Completed “*Non-Residential Driveway Permit Application*” (pages 3 and 4);
  - B. Two (2) sets of drawings showing the plot plans that include all property lines, setbacks, etc. Plans are to include size of lot drawn to scale, location of existing structures, location of proposed driveway, renovations, or alterations. Plans must also include list of material(s) to be used.

**NOTE: All plans for commercial construction are required to be signed and sealed by a Pennsylvania licensed design professional per PA-UCC Sec. §403.42a (c) Permit Application.**

  - C. Check made payable to the Borough of Trappe in the amount of \$79.00.
  - D. **CERTIFICATE OF INSURANCE:** A Certificate of Insurance from the insurance carrier naming the Borough of Trappe as the Certificate Holder/Additional Insured, reflecting effective dates, adequate worker’s compensation coverage and property liability coverage in an amount equal to, or greater than, the costs of construction.
  - E. **WORKER’S COMPENSATION:** In addition to the Certificate of Insurance, **all** applicants are required to submit a fully completed “*Worker’s Compensation Insurance Coverage Information*” form. Forms may be downloaded at [www.trappeborough.com](http://www.trappeborough.com). Click on “Forms, Permits & Maps”.
  - F. **OWNER’S AUTHORIZATION (if applicable):** When an APPLICANT is **NOT** the owner of record, an “*Owner Authorization*” form must be completed by the OWNER(s), and submitted with the permit application. See, “*Owner Authorization*” form. Forms may be downloaded at [www.trappeborough.com](http://www.trappeborough.com). Click on “Forms, Permits & Maps”.
  - G. **GRADING PERMIT – NON-RESIDENTIAL (if applicable):** All driveways with 2,000 sq. feet or more of earth disturbance also require a Grading Permit which must be submitted along with the Driveway Permit Application. Please refer to the Borough Code §179-8 through §179-14 “Grading & Stormwater Management” for specific requirements. Grading Permits require an Escrow Agreement and escrow deposit. Grading Permit Forms may be downloaded at [www.trappeborough.com](http://www.trappeborough.com). Click on “Forms, Permits & Maps”.



## **NON-RESIDENTIAL DRIVEWAY PERMIT APPLICATION INSTRUCTIONS (continued):**

### **3. PERMIT MUST BE VISIBLY POSTED AT JOB SITE**

### **4. MANDATORY INSPECTIONS**

A checklist of mandatory inspections for your project will be provided by the Borough when the application is reviewed. All mandatory inspections shall be requested by the applicant or their contractor when the work has been completed. You must call 48 hours in advance to schedule an inspection.

- A.** After receiving an inspection request (when item is completed), the Borough will schedule the inspection within 48 hours. If inspection is not possible within that time frame, the Borough shall notify the applicant of the first available time and date the inspection may be conducted.
- B.** It is the responsibility of the applicant to verify that all mandatory inspections are conducted and subsequently approved before continuing to the next phase of construction.
- C.** When an inspection has been scheduled and the work is found to be incomplete, the Borough will assess a \$50.00 fine to the applicant. To avoid incurring a fine make sure improvements to be inspected are completed prior to scheduling and inspection. Trappe Borough will also assess a fine of \$50.00 if the applicant, its agents or representatives, fail to show for a scheduled inspection. You must call 24 hours in advance to cancel an inspection.
- D.** Inspections are scheduled Monday, Wednesday, and Friday mornings. Please call Borough Hall at (610) 489-7181, 48 hours in advance, to schedule an inspection.

### **5. INTERNATIONAL CONSTRUCTION CODE COMPLIANCE:** All work must comply with 2009 ICC Codes. The ICC Code Publications are available for review at Borough Hall.

### **6. START OF PROJECT:** Work on your project may not commence until a permit has been issued by the Borough and signed by the applicant(s).



## NON-RESIDENTIAL DRIVEWAY PERMIT APPLICATION

(PLEASE TYPE OR PRINT LEGIBLY)

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SELECT FROM OF THE FOLLOWING ALL THAT APPLY TO THIS PROJECT:

[ ] NEW      [ ] ADDITION      [ ] ALTERATION      [ ] RENOVATION      [ ] DEMOLITION

### OWNER INFORMATION

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

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

PHONE NUMBERS: (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_

(Work) \_\_\_\_\_ (Fax) \_\_\_\_\_

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

### PROPERTY INFORMATION

ADDRESS OF JOBSITE: \_\_\_\_\_

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

- Low Volume
- Medium Volume
- High Volume
- Other

FOLIO #: \_\_\_\_\_ ZONING DISTRICT: \_\_\_\_\_ UNIT# \_\_\_\_\_ BLOCK# \_\_\_\_\_



## NON-RESIDENTIAL DRIVEWAY PERMIT APPLICATION (continued) (PLEASE TYPE OR PRINT LEGIBLY)

### CONTRACTOR/APPLICANT INFORMATION (ATTACH ADDITIONAL SHEETS IF MORE THAN ONE CONTRACTOR IS BEING USED)

CONTRACTOR OR APPLICANT'S NAME: \_\_\_\_\_

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

PHONE NUMBERS: (Business) \_\_\_\_\_ (Cell) \_\_\_\_\_  
(Fax) \_\_\_\_\_ (Other) \_\_\_\_\_

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

PA LICENSE (HIC #): \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
Owner/Applicant or Contractor

### PERMIT FEE

PERMIT FEE: \$ 75.00  
Plus(+) 4.00 (Pennsylvania UCC fee)  

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**TOTAL PERMIT FEE: \$ 79.00**

**FOR BOROUGH USE ONLY:**  
Permit Fee: \$ \_\_\_\_\_ State Surcharge: \$ \_\_\_\_\_ Total Fee: \$ \_\_\_\_\_  
Paid: Cash or Check №: \_\_\_\_\_ Date: \_\_\_\_\_ Amount \$ \_\_\_\_\_ Approved: \_\_\_\_\_

***\*\*Please make checks payable to Trappe Borough\*\****