



Application for **RESIDENTIAL ROOF PERMIT**

RESIDENTIAL ROOF PERMIT APPLICATION INSTRUCTIONS:

1. A RESIDENTIAL ROOF PERMIT IS **NOT** REQUIRED FOR THE FOLLOWING:
 - A. Re-Shingling
 - B. Re-Tiling
 - C. Re-Tarring
 - D. Replacement of flashing and/or underlay.

2. **APPLICATION**
Complete the Roof Permit Application form (pages 3 & 4) in its entirety.

3. **RESIDENTIAL ROOF PERMIT SUBMISSION**
Submit all of the following documents at the same time. None will be accepted unless all documents are submitted:
 - A. Completed “*Residential Roof Permit Application*” (pages 3 & 4);
 - B. Two (2) sets of detailed plans/ drawings must be submitted with the permit application. Plans are required to include all of the following: (a) drawings; (b) specifications; (c) floor plans; (d) list of materials. Submit as much detail as possible. This will expedite the permit review and approval process.
 - C. Check made payable to the Borough of Trappe for the entire amount of the permit fee.
 - 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. 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. Click on “Forms, Permits & Maps”.
 - G. **HOMEOWNER’S ASSOCIATION APPROVAL (if applicable):** An approval letter signed and sealed from the Homeowner’s Association must be submitted if the property location is governed by the bylaws of a Homeowner’s Association.

4. **PERMIT MUST BE VISIBLY POSTED AT JOB SITE**



RESIDENTIAL ROOF PERMIT APPLICATION INSTRUCTIONS (continued):

5. 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.

6. INTERNATIONAL CONSTRUCTION CODE COMPLIANCE.

All work must comply with 2009 ICC Codes. The ICC Code Publications are available for review at Borough Hall.

7. 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).



RESIDENTIAL ROOF PERMIT APPLICATION

(PLEASE TYPE OR PRINT LEGIBLY)

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

RESIDENTIAL [] ADDITION [] ALTERATION [] RENOVATION [] DEMOLITION

OWNER INFORMATION

NAME: _____

ADDRESS: _____

PHONE NUMBERS: (Home) _____ (Cell) _____

(Work) _____ (Fax) _____

E-MAIL: _____

PROPERTY INFORMATION

ADDRESS OF JOBSITE: _____

EXISTING USE: _____

Owner Occupied Renter Occupied Vacant

Other: _____

FOLIO #: _____ ZONING DISTRICT: _____ UNIT# _____ BLOCK# _____

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: _____
Owner/Applicant or Contractor

DATE: _____



RESIDENTIAL ROOF PERMIT APPLICATION (continued)

(PLEASE TYPE OR PRINT LEGIBLY)

JOB INFORMATION

TYPE OF WORK/JOB (please check all that apply)

- New Roof Construction (*Requires Building Permit and not a Roof Permit*)
- Replacement of Trusses
- Replacement of Joists
- Replacement of Plywood
- Other: _____

PROJECT COST AND PERMIT FEE CALCULATION

VALUE OF CONSTRUCTION: \$ _____ .00

Times (x) .01

Plus(+) 4.00

(Permit Fee: \$50.00 or 1% of the total value of construction costs, whichever is greater)

(Pennsylvania UCC fee)

TOTAL PERMIT FEE: \$ _____

NOTE: The minimum permit fee is \$50.00 plus \$4.00 UCC Fee.

FOR BOROUGH USE ONLY:

Permit Fee: \$ _____ State Surcharge: \$ _____ Total Fee: \$ _____

Paid: Cash or Check №: _____ Date: _____ Amount \$ _____ Approved: _____

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