

Trappe Borough

525 West Main Street Trappe, PA 19426



Application for a

ZONING PERMIT *for*
SIGNS

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



DIRECTIONS, QUESTIONS & ANSWERS

ZONING PERMIT *for* SIGNS

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 Zoning Officer. This review takes approximately three business days. 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. It is strongly recommended that you schedule your inspection three or more business days in advance, so please plan accordingly.

Trappe Borough

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PERMIT INFORMATION SHEET

ZONING PERMIT *for* SIGNS

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: _____

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:

Trappe Borough

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PROJECT INFORMATION SHEET

ZONING PERMIT *for* SIGNS

Some information

- sign material:
 - wood
 - metal/iron
 - other _____
- sign height: _____ feet

Some more information

- the sign is:
 - one-sided
 - two-sided
- sign area: _____ feet

Plans, Documents, Specifications and Materials

Submitted with this application is:

- a plot plan, drawn to scale, of the property, including all relevant setbacks, and the location of existing and proposed improvements;
- detailed building plans, drawings, specifications and a list of materials; and,
- an approval letter from the Homeowner's Association (if applicable).

*Please submit as much detail as possible.
This will expedite the permit review and approval process.*

Permit Fee

Borough sign permit fee:	\$ 35.00
Pennsylvania UCC fee:	\$ 0.00
PERMIT FEE DUE:	\$ 35.00

- *Please make checks payable to Trappe Borough.*

FOR BOROUGH USE ONLY: cash *or* check no: