

Curb, Sidewalk and/or Driveway Permits

The following applies to both Residential and Non-Residential uses of a property unless otherwise indicated.

- Construction including replacement of curb, sidewalks, driveways and/or ramps.
- A permit is NOT required for less than 25 square feet of sidewalk.
- A Street Opening Permit is required when any utility company is cutting into a street or alley. Contact the Public Works Department at 610-683-3202 with any questions regarding the process involved in doing so.
- Be advised that the Kutztown Code §192-22 D(8) requires expansion joints around all utilities located in a sidewalk. You may contact our office for more details.
- Line and grade performed by the Borough Engineer is required for new curb construction or curb reconstruction in excess of 10 feet. Contact our Office to schedule.
- When work involves curbing, straight and neat saw cuts must be made in the street or alley. It is the responsibility of the contractor to restore the street or alley after completion of curb work.
- General information
 - Permit application forms may be picked up at our Office or printed from this site. Please print, complete and return first page ONLY. Applications should be accompanied by two (2) copies of clearly labeled project drawings, as applicable, and the application fee of \$25.00. Checks should be made payable to Borough of Kutztown. Please do not send cash through the mail. Credit card payments must be made in person at our office, unless the Community Development Office has a current credit card authorization form on file in your name. We accept VISA, Master Card, American Express and Discover. Kutztown Community Partnership gift cards are also accepted as form of payment.
 - Application may be signed by the contractor.
 - If a property owner has been deemed eligible by our Office to perform their own work, an affidavit must be completed by that person, notarized and returned to our Office for attachment to the approved application prior to the issuance of the permit. Affidavit forms may be picked up at our Office or printed from this site.
 - Applicants will be notified by phone when the review is complete. Without exception, applications are processed in the order that they are received per the date indicated by our Office.

- Permit fees should be paid after the application is approved. Permits will be issued by our Office only after the permit fees have been paid in full. Permits may be picked up during normal business hours.

- Permits are valid for ninety (90) days from date of issuance.

- Inspections required will be listed with each permit and can be arranged through the Community Development Office within 24 hours of a request.

- Upon final approval by the inspector and completion of any street restoration necessary, our Office will issue and mail you a Certificate of Completion for your permit.

Curb, Sidewalk and/or Driveway Permit Fees - *The fee schedule below will serve as a list of common fees charged and may not be inclusive of all possible fees associated with a project. Please contact the Community Development Office for more information.*

Application	\$25.00
Curb and Sidewalk	\$75.00
Curb	\$50.00
Driveway	\$50.00
Sidewalk	\$50.00