## Curb, Sidewalk and/or Driveway Permits

Å Construction including replacement of curb, sidewalks, driveways and/or ramps.

Å A permit is NOT required for less than 25 square feet of sidewalk.

Å 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.

Å 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.

- **Be advised, a Curb, Sidewalk and/or Driveway permit is valid for only ninety (90) days from date of approval.**

Å 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 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.

Å Be advised that the Kutztown Code Ä192-22 D(8) requires expansion joints around all utilities located in a side walk. You may contact our office for more details.

- Per the PA UCC, applications deemed complete will be reviewed within thirty (30) days of receipt for commercial projects [PA UCC Ä403.43(a)] and within fifteen (15) days for residential projects [PA UCC Ä403.63(a)]. 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.

- Approved applications are valid for six (6) months from approval date and permits may be picked up during normal business hours. Approved permits not issued within this time frame will be deemed abandoned and become invalid.

- 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, 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.*

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| Application | $25.00 |
| Curb and Sidewalk | $75.00 |
| Curb | $50.00 |
| Driveway | $50.00 |
| Sidewal | $50.00 |