

Plumbing Permits

- Any new installations including renovations, repairs, and new or replacement water heaters. Permits are not required for replacement components of fixtures or hoses.
- For new construction, expansion of a use or building or the change of use of a building, water and sewage connection deposit, tapping fees and facilities fee/deposit may be required.
- Water distribution pipe shall be of any material, including PEX pipe, approved and allowed under the PA UCC. Water distribution system refers to any piping inside the building to the point of connecting to the water meter.
- Water service pipe shall be of any material allowed by Borough Code, such as brass pipe, copper pipe, copper tube (Type K underground), cast-iron water pipe, open-hearth iron pipe or ductile iron pipe. Water service pipe refers to any piping between the water meter and the water main.
- General information
 - Permit application forms may be picked up at our Office or printed from this site. Please print, complete and return the first page ONLY. Applications should be accompanied by three (3) copies of clearly labeled project drawings, as applicable, and the application fee of \$35.00. 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 should be signed by the master, residential or installer licensee. If the property is occupied solely by the owner of the property and their family, the owner can perform the work and, therefore, should sign the application.
 - 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.
 - Plumbers must be licensed by the Borough to pull a permit. License applications are available at our Office or from this site. Plumbers performing work in one or two-family dwellings must also hold a home improvement contractor's license with the State of Pennsylvania.
 - Per the PA UCC, applications deemed complete will be reviewed within thirty (30) days of receipt for commercial projects [*PA UCC §403.43(a)*] and within fifteen (15) days for residential projects [*PA UCC §403.63(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. Work shall not begin until you have received the permits.
 - 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. [*ICC International Building Code §105.3.2*]
 - Issued permits will be deemed invalid if the authorized work has not commenced within six (6) months of the permit issue date, or if the authorized work is suspended or abandoned for a period of six (6) months after the work began. [*PA UCC §403.43(g) and §403.6(g)*]
 - 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.

Plumbing 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.

Residential, One and Two-family Dwellings	
Permit Fees	
Application Fee	\$35.00
Fixtures	\$70.00 first 7 fixtures; minimum fee \$10.00 each additional fixture
Other Fees	
Re-Inspection Fees	\$35.00 first reinspection \$70.00 each additional reinspection
Consulting Rate	\$72.00/hour
PA Municipal Officials Training Fee	\$4.00 each permit
Facilities Fee (water meter installation)	\$350.00
Sewer Connection Deposit	\$2,000.00
Sewer Tapping Fee	\$3,676.00 per edu
Water Connection Deposit	\$2,000.00
Water Tapping Fee	\$1,143.00 per edu

Non-Residential, Commercial and Residential other than One and Two-family Dwellings	
Plan Review Fees	ICC Formula x 0.60
Permit Fees	
Application Fee	\$35.00
Fixtures	\$100.00 first 7 fixtures; minimum fee \$15.00 each additional fixture
Other Fees	
Re-Inspection Fee	\$70.00 per reinspection
Consulting Rate	\$72.00/hour
PA Municipal Officials Training Fee	\$4.00 each permit
Facilities Fee (water meter installation)	\$350.00
Sewer Connection Deposit	\$2,000.00
Sewer Tapping Fee	\$3,676.00 per edu
Water Connection Deposit	\$2,000.00
Water Tapping Fee	\$1,143.00 per edu