

Zoning Permits

- New construction, expansion or relocation of any building or structure or part thereof
- Fences
- Pools
- Sheds/garages
- A change of use of any property, building or structure or part thereof
- Increases or decreases in the number of dwelling units.
- New signage or changes to existing signage, excluding refurbishing (also see Building Permits and Sign Permits)
- 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 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 should be signed by the owner of the property.

- Per the Code of the Borough of Kutztown Chapter 225, applications deemed complete will be reviewed within thirty (30) days. Applicants will be notified by phone when the review is complete and approved. Applicants will be notified by certified mail when an application is not approved. 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. [Chapter 225-43.B(1)]

- 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 not completed within two (2) years from the issue date of the permit. [Chapter 225-43.B(2)]

- Inspections required will be listed on the 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 Use and Occupancy.

* Additional permits which may be required for change of use of a building

- Commonwealth of Pennsylvania
 1. Labor & Industry (for food preparation)

Zoning 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 and Non-Residential	
Permit Fees	
Application Fee	\$25.00
Certificate Fees, based on construction cost	\$50.00 for costs up to \$5,000 \$75.00 for costs \$5,001 to \$25,000 \$100.00 for costs \$25,001 to \$50,000 \$150.00 for costs \$50,001 or greater
Change of Use	\$50.00