



**BOROUGH OF KUTZTOWN**  
**COMMUNITY DEVELOPMENT OFFICE**  
**324 WEST MAIN STREET**      **PHONE: 610-683-3290**  
**KUTZTOWN, PA 19530-1606**      **FAX: 610-683-3537**

**APPLICATION FOR BUILDING PERMIT**

Location of proposed work \_\_\_\_\_

Proposed work \_\_\_\_\_

Materials \_\_\_\_\_

**Two sets (one set if 11x17 or smaller) of plans and specifications shall be submitted with this application in compliance with §403.42a or §403.62a of PA Title 34 unless waived by the Borough of Kutztown Building Code Official.**

PA One Call I.D. Number \_\_\_\_\_ Date \_\_\_\_\_

	<i>Name</i>	<i>Address</i>	<i>Phone</i>
Property Owner			
	Email:		
Contractor			
		State License#: PA	
	Email:		
<input type="checkbox"/> Architect			
<input type="checkbox"/> Engineer			

Estimated cost of work \$ \_\_\_\_\_ (Include all fixed construction: building, electrical, mechanical & plumbing.)

\*I certify that I am the owner of the construction site or the authorized agent for the owner, and make this application and agree that work shall comply with the Uniform Construction Code, PA Act 45, PA Title 34 and all applicable Chapters of the Code of the Borough of Kutztown.

Property Owner \_\_\_\_\_  
Print Name Signature\* Date

Applicant \_\_\_\_\_  
Print Name Signature\* Date

**ANY WORK THAT CREATES A NUISANCE IS PROHIBITED AT NIGHT AND ON SUNDAYS  
AND/OR HOLIDAYS, EXCEPT UPON WRITTEN AUTHORIZATION ISSUED BY THE  
BOROUGH COMMUNITY DEVELOPMENT OFFICE.  
NIGHT IS ½ HOUR BEFORE SUNSET AND ½ HOUR AFTER SUNRISE**

***DO NOT WRITE BELOW THIS LINE***

Application Fee \$ 35.00      ☐ Credit Card      Date \_\_\_\_\_      Received By \_\_\_\_\_  
☐ Cash      Paid \_\_\_\_\_  
☐ Check # \_\_\_\_\_

<u>Submitted Documents</u>	<u>Required</u>	<u>N/A</u>	<u>Yes</u>	<u>No</u>
Plans - signed and sealed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Specifications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Zoning Approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PA One Call I.D. Number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Application Complete			<input type="checkbox"/>	<input type="checkbox"/>
Returned: By _____				
Date _____				

**Permitted Work** \_\_\_\_\_

Use \_\_\_\_\_

Type of Construction \_\_\_\_\_ Use Group \_\_\_\_\_

Occupancy \_\_\_\_\_

Plan Review: ☐ No ☐ Yes, Attached*Additional Information Required:*Borough Permit: ☐ Curb/Sidewalk/Driveway ☐ Electrical ☐ Mechanical(Building) ☐ Plumbing ☐ Zoning☐ PA One Call I.D. Number ☐ Wellhead Protection☐ Stormwater Management ☐ Other \_\_\_\_\_Comments: \_\_\_\_\_  
\_\_\_\_\_

Reviewed for compliance with the Uniform Construction Code and

☐ Approved ☐ Approved as noted; see attached ☐ Not Approved; see attached  
Appeal Notice Issued ☐ Yes ☐ No

By \_\_\_\_\_ Date \_\_\_\_\_

Building Plan Review: (see attached calculation sheet)					\$
<input type="checkbox"/> New Construction	Square Footage	÷ 100	=	x \$S.F. Factor	\$
<input type="checkbox"/> Addition					
<input type="checkbox"/> Decks/Accessory & Utility Buildings					
<input type="checkbox"/> Alterations (Non-Residential)	\$ Construction Cost		x % of Constr'n. Cost		\$
<input type="checkbox"/> Misc. Construction					
Fixed Fee:	<input type="checkbox"/> Alterations (Residential) <input type="checkbox"/> Manufactured Home <input type="checkbox"/> Reroof <input type="checkbox"/> Swimming Pool <input type="checkbox"/> Demolition <input type="checkbox"/> Sign <input type="checkbox"/> Other				\$
<i>Building Fee</i>					\$
<i>Recreation Fee</i>					\$
Mechanical Plan Review: (see attached calculation sheet)					\$
Appliances:	First Appliance				\$
	Each Add'l. Appliance	# of appliances	x \$		\$
Hood & Duct System:					\$
Fire Sprinkler System:	Up to 200 Heads				\$
	Each Additional Head	# of heads	x \$		\$
Fire Detection/Alarm System:	Up to 15,000 S.F.				\$
	Each Add'l. S.F.	# of S.F.	x \$		\$
Alternate Fire Suppression System:	\$ Construction Cost		x % of Constr'n. Cost		\$
<i>Mechanical Fee</i>					\$
<input type="checkbox"/> PA Training Fee:					\$ 4.50
Fees: See § A231-1.4 and § A231-1.9 of the Kutztown Code.				<i>Total Fee Due</i>	\$

☐ Credit Card☐ Cash☐ Check #

Date

Received

Permit Number \_\_\_\_\_

Paid \_\_\_\_\_ By \_\_\_\_\_



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## **Plot Plan Submission**

**This affidavit must be completed and returned with the plot plan drawing below.**

A site and/or plot plan(s) will be drawn to scale showing the location, dimensions and height of proposed buildings, structures, or uses and any existing buildings in relation to property right -of-way, width of right-of-way, easements and sight triangles. If the application relates to property, which is to be scheduled to be developed in subsequent stages, such plans shall show the relationship of the portion scheduled for initial development to the proposed layout of the entire property. A site and or plot plan(s) drawn with approximate dimensions are the sole responsibility of the property owner/applicant who can and will be held accountable for submission of incorrect information relative to plans and dimensions.

Signed: \_\_\_\_\_  
Owner/Applicant

Date: \_\_\_\_\_

Updated form: October 2020

**Kutztown Borough  
Plot Plan**

Property Address: \_\_\_\_\_

North

Property Owner: \_\_\_\_\_

Outline the shape of the building lot, show dimensions and locate north point. Outline building to be constructed, designate any other building on the same plot, show dimensions, show set back of front yard, rear yard and side yards, and locate water well, sanitary sewer system and driveways.