

Building Permits

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

- Any new construction on a previously undeveloped property, with an approved Zoning Permit
- Addition to an existing building, with an approved Zoning Permit
- Renovations to or remodeling of any existing building (e.g. finishing a basement or attic, removing or adding a wall, enclosing a patio)
- Signage mounted to the building for a new or existing business; 32 square foot and larger, excluding refurbishing same size panel for an existing business, banners of all sizes, and lettering painted or vinyl applied directly to the façade of the building in any size (see Sign Permits for the exclusions)
- Free-standing signage for a business
- Installation of new windows or exterior doors (if increasing or decreasing the opening size)
- Installation of siding on a commercial building
- New roofing material if area being replaced is more than 25% of entire roof area
- Construction or placement of sheds, garages or other outbuildings that are 200 square feet or larger, with approved Zoning Permit
- Installation of walkways (e.g. going from house to garage)
- 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) sets of clearly labeled project drawings, as applicable, and the application fee of \$35.00. IF PLANS ARE 11" x 17" OR SMALLER, ONLY ONE (1) SET IS NEEDED. Checks should be made payable to Borough of Kutztown. Please do not send cash through the mail. We also accept VISA, Master Card, American Express and Discover.
 - 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.

- Contractors performing work in one- or two-family dwellings must 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) business days of receipt for commercial projects [PA UCC §403.43(a)] and within fifteen business (15) days for residential projects [PA UCC §403.63(a)]. However, if the drawings for a residential project are prepared by a PA licensed or registered design professional and the application contains a certification by the professional that the plans meet the PA UCC, the time period for review is reduced to five (5) business days. 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.

*Additional permits which may be required for construction or change of use of a building or structure are:

- Berks County Conservation District
 1. Erosion and Sediment Pollution Control
 2. Flood plain
- Commonwealth of Pennsylvania
 1. Department of Labor & Industry (for elevators and lifts)
 2. Department of Environmental Protection
 - a. Environmental
 - b. Biological
 - 1) Fish and Boat

- 2) Flood Plain
- 3) Sewage
- 4) Stream Encroachment

Building Permit Fees - *The Residential and Non-Residential fee schedules below will serve as lists 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
New construction (Includes Mechanical, Electrical and Plumbing Permits) (Gross square footage shall include basement, each floor level, garage, decks and porches. Measurements shall be from exterior face of wall to exterior face of wall.)	\$595.00 up to 3,500 gross s.f. \$8.50 per 100 gross s.f. or fraction thereof over 3,500 s.f.
Additions (Mechanical, Electrical, and Plumbing Permit Fees Additional)	\$225.00 up to 500 gross s.f. \$8.50 per 100 gross s.f. or fraction thereof over 500 s.f.
Alterations (Mechanical, Electrical, and Plumbing Permit Fees Additional)	Additional inspections – Charge Re-Inspection Fees
Decks/Accessory & Utility Buildings	\$120.00 up to 500 gross s.f. \$8.50 per 100 gross s.f. or fraction thereof over 500 s.f.
Manufactured Homes (HUD Certified) (Includes Mechanical, Electrical and Plumbing Permits)	\$200.00
Roof (re-roof, non-structural)	\$75.00
Swimming Pools (Includes Electrical Permit)	\$95.00 Above-Ground (1 visit) \$190.00 In-Ground (2 visits)
Demolition	\$100.00
Misc. Construction (cell towers, retaining walls, etc.)	\$70.00; minimum fee 2% of total cost of construction (materials and labor)
Mechanical appliance (includes associated ductwork/piping)	\$70.00 first appliance \$35.00 each additional appliance
Other Fees	
Re-Inspection Fees	\$35.00; first reinspection \$70.00 each additional reinspection
Consulting Rate	\$72.00/hour
PA Municipal Officials Training Fee	4.50 each permit

Non-Residential (Commercial & Residential other than One- and Two-family Dwellings)	
Plan Review Fees (Includes Building, Energy, Accessibility, Mechanical, Electrical & Plumbing reviews)	
New construction/additions (Gross square footage shall include basement, each floor level, garage, decks and porches. Measurements shall be from exterior face of wall to exterior face of wall.)	\$500.00 minimum fee \$10.65 per 100 gross s.f.
Renovations/Alterations/Changes of Use	\$285.00 minimum fee \$9.55 per 100 gross s.f.
Mechanical only	ICC Formula x 0.60
Permit Fees	
Application Fee	\$35.00
New Construction (Includes Mechanical, Electrical and Plumbing Permits) (Plan Review Fees Additional)	\$23.00 per 100 gross s.f. or fraction thereof \$500.00 minimum fee
Additions (Includes Mechanical, Electrical and Plumbing Permits)	\$23.00 per 100 gross s.f. or fraction thereof \$500.00 minimum fee
Alterations (includes Mechanical, Electrical and Plumbing Permits) (Plan Review Fees Additional)	1.5% of total cost of construction \$360.00 minimum fee
Demolition	\$100.00
Roof (re-roof, non-structural)	\$75.00
Swimming Pools (includes Electrical Permit)	\$95.00 above-ground (1 visit) \$190.00 in-ground (2 visits)
Signs (see Zoning Permit Fees for signs under 32 s.f., banners and window lettering)	\$50.00 32 s.f. & larger and anchored to structure; other than banners and window lettering (final inspection only) \$100.00 free-standing (footing & final)
Misc. Construction (cell towers, retaining walls, etc.)	\$70.00 minimum fee 2% of total cost of construction – materials and labor
Mechanical appliance (includes associated ductwork/piping)	\$100.00 first appliance \$50.00 each additional appliance
Hood & duct systems	\$300.00 per system
Fire Sprinkler Systems	\$350.00 1-200 heads \$0.50 each additional head over 200
Fire Detection/Alarm System	\$150.00 up to 15,000 s.f. \$0.01 each additional s.f.
Alternate Fire Suppression System	1.5% of the total cost of construction
Other Fees	
Re-Inspection Fees	\$70.00 each reinspection
Consultant Rate	\$72.00/hour
PA Municipal Officials Training Fee	\$4.50 each permit