



**BOROUGH OF COLLEGEVILLE**  
**FENCE/SHED/PATIO ZONING**  
**PERMIT PROCEDURES**

A Fence/Shed/Patio Zoning Permit is required for all new, renovations, alterations or replacements.

**FENCE/SHED/PATIO ZONING PERMIT APPLICATION FORM**

**PART I – Location of Property** – Address, Zoning District, Parcel Number, and Lot & Block must be provided on all applications.

**PART II – Complete every section.**

**PART III – Plot Plan** – Show all dimensions of entire property (length x width and square feet of entire lot.) Identify streets adjacent to property. Place all buildings, with size dimensions (length and width) indicated, within property lines and indicate whether existing or proposed. Indicate front yard, side yard, and rear yard setbacks by showing the distance from shed to property lines on all sides. **The property owner is responsible for the accuracy of this plot plan. On-lot sewage disposal systems and/or any easements/deed restrictions must be indicated.**

**PART IV – Sign and date application.** If property resident is not the owner of the property, a notarized statement indicating the owner’s approval of the proposed construction must be submitted with the application. Provide phone numbers where property owner/resident and contractor may be reached. Contractors making application must provide a Certificate of Insurance verifying coverage for Worker’s Compensation and their Federal or State Employer Identification Number (EIN).

**PLANS AND SPECIFICATIONS**

**Two (2) copies of all plans and specifications must be submitted with all applications. Cross section drawings, giving structural details, must be included.**

**DIMENSIONS** – Show **all dimensions of proposed work (width and length).**

**ADDITIONAL INFORMATION**

**FEES** – Permit fees must be submitted with the permit application.

**REVIEW** – The application will be reviewed by the Code Enforcement and Zoning Departments for compliance with all Borough Codes and Ordinances.

**PERMIT GRANTED** – **If approved, the permit will be processed and issued to you within fifteen (15) business days. Work may not start until a permit has been approved and granted.** The permit must be displayed so as to be visible from the street.

**INSPECTIONS** – Call the Borough Office (610.489.9208) at least 24 hours in advance to schedule each inspection. Responsibility for notification for inspections at the various stages of construction lies with the applicant and/or contractor. **If the appropriate inspections are not requested,** un-inspected work will not be granted final approval.

Borough of Collegeville  
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