

**BOROUGH OF COLLEGEVILLE**  
**BUILDING PERMIT APPLICATION**

**I. LOCATION OF PROPERTY**

Address: \_\_\_\_\_  
Zoning District: \_\_\_\_\_ Parcel #: \_\_\_\_\_ Lot: \_\_\_\_\_ Block & Unit: \_\_\_\_\_

**II. OWNERSHIP**

Private     Public     Tenant     Other: \_\_\_\_\_

**III. IDENTIFICATION (To be completed by all applicants)**

**OWNER**    Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_

**CONTRACTOR**    Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_

**PA CONTRACTOR REGISTRATION NUMBER:** \_\_\_\_\_

**DESIGN PROFESSIONAL:** Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State/Zip: \_\_\_\_\_

**IV. TYPE OF CONSTRUCTION OR IMPROVEMENTS**

New Building     Addition     Alteration/Renovation     Repair/Replacement

**V. PROPOSED USE**

One Family     Two or more Family – number of units \_\_\_\_\_

**VI. PRINCIPAL TYPE OF FRAME**

Masonry (bearing walls)     Wood Frame     Structural Steel     Reinforced Concrete  
 Other: \_\_\_\_\_

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**VII. TYPE OF SEWAGE DISPOSAL**

Public             Private (septic tank)

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**VIII. TYPE OF WATER SUPPLY**

Public             Private (well)

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**IX. TYPE OF HEATING FUEL**

Gas             Oil             Electricity             Coal             Other: \_\_\_\_\_

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**X. DIMENSIONS**

Number of stories \_\_\_\_\_ Total sq. ft. of floor area, all floors, based on exterior dimensions \_\_\_\_\_

Number of bedrooms \_\_\_\_\_ Number of bathrooms Full \_\_\_\_\_ Partial \_\_\_\_\_

Total building lot size – square footage \_\_\_\_\_

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**XI. SITE OR PLOT PLAN – (Please provide site or plot plan details)**

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**XII. COST**

Cost of construction/improvements \_\_\_\_\_

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**XIII. PLEASE NOTE: ALL CONTRACTORS MUST BE REGISTERED BY THE STATE OF PENNSYLVANIA. CONTRACTORS MUST PROVIDE THEIR CONTRACTOR REGISTRATION NUMBER AND A CERTIFICATE OF INSURANCE LISTING THE BOROUGH OF COLLEGEVILLE AS AN ADDITIONAL INSURED.**

**XIV. SIGNATURE**

*Deposit of check representing the fee for this application does not constitute approval of or granting of same by Collegeville Borough. I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his agent and we agree to conform to all applicable laws of Collegeville Borough.*

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

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**XV. VALIDATION (For Department Use Only)**

**Permit Number:** \_\_\_\_\_ **Permit Issued:** \_\_\_\_\_

**Permit Fee:** \_\_\_\_\_ **Check Number:** \_\_\_\_\_

**Approved by:** \_\_\_\_\_

**Title:** \_\_\_\_\_

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

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**SCHEDULE OF FEES**

**(from Resolution 2014-01)**

<b>Residential, New Construction</b>	<b>\$1.50 per sq. ft.</b>
<b>Additions, Residential</b>	<b>\$1.50 per sq. ft.</b>
<b>Alterations, Renovations</b>	<b>\$1.50 per sq. ft.</b>
<b>Demolition, Residential</b>	<b>\$100.00</b>
<b>Commercial &amp; Institutional New Construction</b>	<b>\$2.85 per sq. ft.</b>
<b>Alteration, Renovations</b>	<b>\$1.60 per sq. ft.</b>
<b>Demolition, Commercial</b>	<b>\$200.00</b>
<b>State Surcharge</b>	<b>\$4.00</b>

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**BOROUGH OF COLLEGEVILLE**  
**BUILDING PERMIT PROCEDURES**

*A building permit is required for all new construction including renovations, alterations, and interior structural renovations.*

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

**PARTS II thru IX** – Complete every section

**PART X – Building and Lot Size** – Dimensions of the building and property (length/width) and/or total square feet or acreage must be provided on all applications.

**PART XI – Site of 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 buildings to property lines on all sides. **The property owner is responsible for the accuracy of this plot plan. On-lot sewer disposal systems and/or any easements/deed restrictions must be indicated.**

**PART XIII – 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/or contractor may be reached.

**PART XIV** – To be completed by Borough officials.

**PLANS AND SPECIFICATIONS**

Two (2) copies of all plans and specifications must be submitted with all applications for building permit. Cross Section Drawings, giving structural details as outlined below, must be included.

- a. **DIMENSIONS** – Show all dimensions of all proposed structures – height (ground level to highest point of roof), width and length. Give overall floor plan showing interior layout and dimensions.
- b. **FOUNDATIONS & FOOTINGS** – Give all foundation information – depth of excavated footings to the finished grade and width of footings. Indicate depth of concrete in footings (minimum 8”). Show size and type of materials used for walls, (i.e. block) and foundation floor. Indicate thickness and PSI (pounds per square inch) of concrete and/or other sub-materials. Indicate location and R factor of all insulation required for footings, crawl spaces, and/or slabs.
- c. **MAIN BEAMS** – Give size and description of materials of beam and column supports. Spans between columns must be indicated. If using *manufactured beams*, structural plans must be sealed by engineer or architect.

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- d. **FLOORS** – Indicate joist direction, span, size, spacing, bridging, and anchorage to foundation. Show type and thickness of sub-floor. If using *manufactured floor trusses*, structural plans must be sealed by engineer or architect.
- e. **WALL** – Indicate wall plates, stud size and spacing, type and placement of bracing, details of exterior materials, and door and window headers. Indicate the location of all wall insulation, its thickness and R factor (including basement walls). Indicate span of cantilever. Show railings and/or guards with height and spacing of all balusters where needed.
- f. **CEILING & ROOF FRAMING** – Indicate size, spacing, direction, and span of joists. Roof rafters must show pitch, size, span, and spacing. Indicate spacing of collar ties. Show type, thickness and R factor of ceiling insulation. Roof sheathing and type of roof materials to cover it should be shown. Indicate attic ventilation. If using *manufactured roof trusses*, structural plans must be sealed by engineer or architect.
- g. **ATTACHING TO EXISTING STRUCTURE** – Indicate method of attachment of items B through F above of the proposed structure to the existing structure, if applicable.
- h. **INTERIOR** – Indicate type and thickness of materials to be used on interior walls and ceilings.

#### **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 Collegeville Borough codes and ordinances.

**PERMIT GRANTED** – Work may not start until a permit has been approved and granted. Permit cards are to be displayed so as to be visible from the street.

**GENERAL, PLUMBING, ELECTRICAL, HVAC (MECHANICAL) CONTRACTORS** – All general, plumbing, electrical, heating and air conditioning contractors and/or their personnel must be registered with the State of Pennsylvania and provide a Certificate of Insurance verifying Worker's Compensation coverage and Registration Number to the Borough. Also, all plumbing, electrical, heating and/or air conditioning personnel must register with the Borough of Collegeville. In addition, each contractor must obtain the appropriate permits for the work to be done. All electrical work must be inspected by a state certified electrical inspector.

**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.

**\*PLEASE NOTE: PRIOR TO U&O BEING ISSUED, A PDF FORMAT (CD OR THUMB DRIVE) OF AS-BUILTS IS REQUIRED.\***

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**WORKERS' COMPENSATION INSURANCE COVERAGE INFORMATION**

**A. THE CONTRACTOR IS:** (if the owner is doing the work, check NO and sign below)

A contractor within the meaning of the Pennsylvania Workers' Compensation Law

YES  NO

If the answer is "yes", complete section B and C, as appropriate, and sign below.

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**B. INSURANCE INFORMATION** (if filling out this section, the CONTRACTOR must sign below)

Name of Contractor \_\_\_\_\_

Federal or State Employer Identification No. \_\_\_\_\_

Contractor is a qualified self-insurer for Workers' Compensation

Certificate Attached

Name of Workers' Compensation Insurer \_\_\_\_\_

Workers' Compensation Insurance Policy No. \_\_\_\_\_

Certificate Attached

Policy Expiration Date \_\_\_\_\_

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**C. EXEMPTION** (if filling out this section, the CONTRACTOR must sign below)

Complete Section C if the contractor is claiming exemption from providing Workers' Compensation Insurance.

The undersigned swears or affirms that he/she is not required to provide Workers' Compensation Insurance under the provisions of Pennsylvania Workers' Compensation Law for one of the following reasons, as indicated:

Contractor with no employees. Contractor prohibited by law from employing any individual to perform work pursuant to this building permit unless contractor provided proof of insurance to the Borough.

Religious exemption under the Workers' Compensation Law. Must be notarized.

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Signature: \_\_\_\_\_

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

County of: \_\_\_\_\_

Municipality of: \_\_\_\_\_

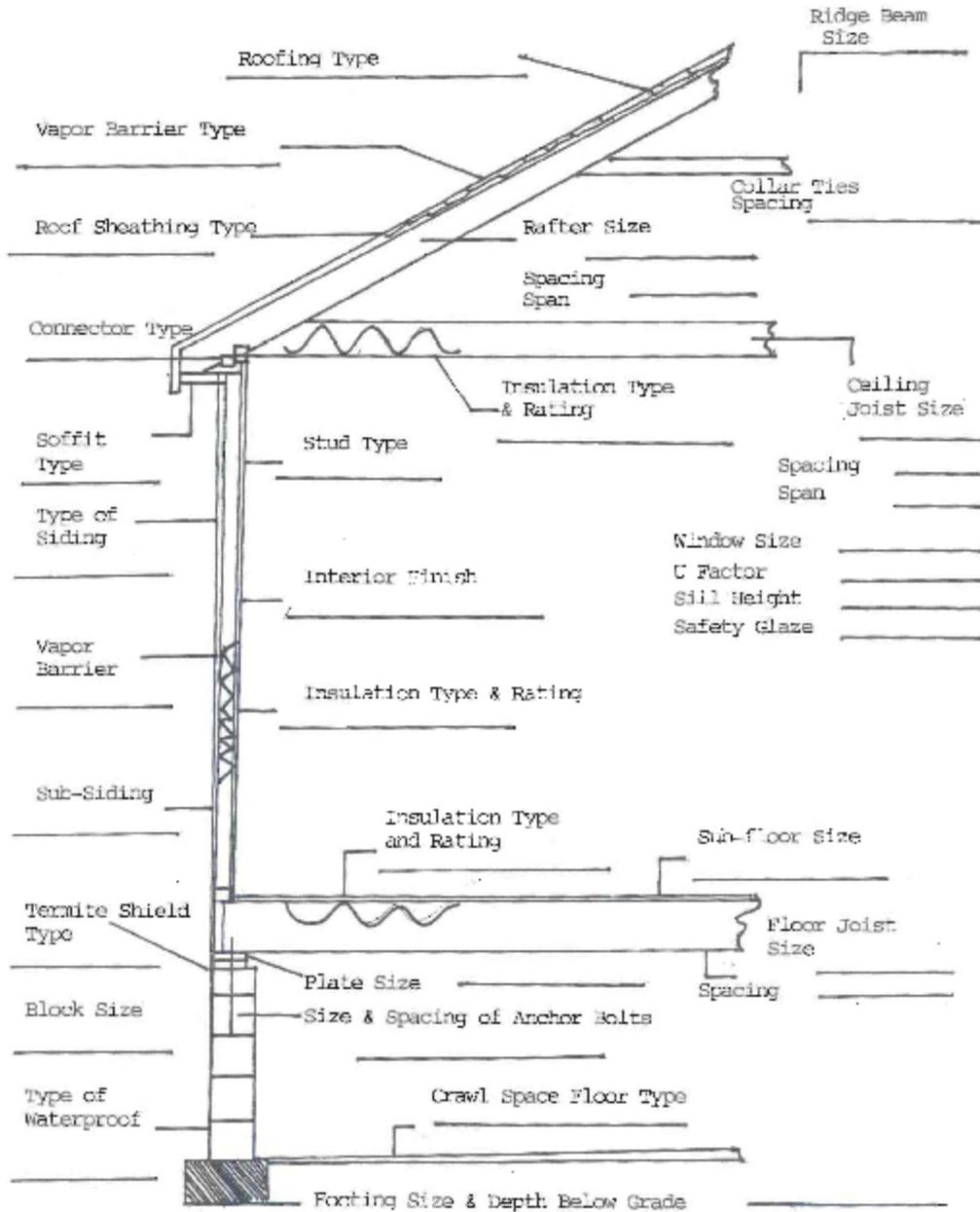
Subscribed and sworn to before me this

\_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.

\_\_\_\_\_  
Signature of Notary  
My Commission Expires: \_\_\_\_\_

TYPICAL CROSS SECTION

FILL IN THE BLANKS



ADDRESS: \_\_\_\_\_

Construction work must be completed and inspected in accordance with these instructions.

The Building Code Official will carry out inspections during the progress of work as necessary to insure the work conforms to the approved construction plans and all applicable codes and ordinances. The property owner and/or an authorized agent who is in charge of the construction work shall notify the Borough office when each segment of work is completed and ready for inspection. These inspections shall be scheduled at least twenty-four (24) hours in advance and will be handled on a first come, first serve basis. It is strongly recommended that inspections are scheduled at least a few days in advance in order to minimize any possible disruption of construction schedules. **Note: No work is permitted to proceed until the applicable inspections are conducted and approved.**

- Stake Out Inspection** - Before starting work, stake out the construction location for an inspection by Zoning Officer.
- Footings** - To be performed when sub-soil excavation is complete, all forms and reinforcement are in place, and depth markings are defined. All footings must be trenched or formed.
- Foundation Walls** - Hollow block or formed concrete walls to be inspected prior to pouring concrete or grout. All forms and reinforcement shall be in place, all footing keyways and/or dowels are to be clean and visible.
- Foundation Backfill & Waterproofing or Damp Proofing** - Prior to soil placement, all exterior foundation drains and stone encasement are in place, all foundation anchor straps/bolts are installed, and walls are sealed in accordance with specific product's manufacturer specifications and instructions.
- Under-Slab Pipe** - To be performed when all DWV, water lines, HVAC piping, perimeter drains and all appropriate tests and pipe protections are in place.
- Concrete Slabs Base** - To be performed when the clean stone base, insulation boards, 6 mil vapor barrier, reinforcement and depth markings are in place.
- Water/Sewer Service** - To be performed when the stone bed, piping and line tests are in place. Foundation penetrations are to be mortared and waterproofing/damp proofing re-applied. Testing of lines as required by the Water/Sewer Authority.
- Masonry Fireplace** - Four (4) inspections required: footing, hearth (before concrete), smoke chamber and final.
- Sheathing** - Prior to house wrap or exterior façade, all exterior wall panels to be inspected for structural fastener spacing.
- Prior to insulation, when all framing is complete and secured in accordance with appropriate fastening schedule and ALL FLOORS are accessible by way of code approved steps. Any and all utility or mechanical work shall be completed to ensure framing integrity is restored prior to close-up. Fire blocking and caulking complete per code.
  - Rough Plumbing** - To be performed at time of framing inspection and when all water supply and DWV lines are in.
  - Rough Electric** - A rough electric inspection certification sticker from a qualified electrical underwriting agency shall be in place at time of the framing inspection.
  - Rough Mechanical** - Leakage test shall be done at the time of the framing inspection, with all duct work installed and secured.
  - Rough Sprinkler** - To be performed when all piping is installed and line test pressure is in place.
- Insulation** - To be performed when all insulation batts, vapor barriers and baffles are in place.
- Drywall** - Prior to taping and spackling to view nail/screw patterns and joint conditions, verify all wet area board types.
- Fire Code Drywall** - To be performed: all ALL fire rated assemblies. Each successive layer to be inspected. Clips, anchors, screws, fire blocking, fire stopping, fire caulk, etc. are installed in accordance with manufacturer's specifications.
- Above Ceiling** - Prior to placing finished ceiling (tiles or drywall) verification of all grid ties, pipe and duct hangers in place, proper materials in any rated plenums, and last check for fire-safing of any rated wall or floor penetrations.
- Swimming Pools:**
  - Pool Steel** - To be performed when all in-ground pool steel reinforcement work is complete and an electric bonding inspection sticker from a qualified electrical underwriting agency is in place.
  - Final Pool** - To be performed when construction and final grading is complete and all required safety features are in place, including any door alarms, and self closing and self latching gates; final electrical certification is also required.
- Final Occupancy** - To be performed when all construction activity is complete and prior to any type of occupancy or use of the structure occurring. All applicable work to be completed and inspected at final occupancy inspection, including smoke detection or alarm systems. Commercial sites may require other agency approvals.
  - Final Plumbing** - All fixtures to be completely installed and operational.
  - Final Electric** - A final electric inspection sticker from a qualified electrical underwriting agency shall be in place at time of the final occupancy inspection.
  - Final Mechanical** - All mechanical units to be in place and properly functioning.
  - Final Sprinkler** - Prior to final occupancy, a flow test and any other tests/inspections as required.

THE APPROVED PLANS AND THIS CHECKLIST MUST BE AVAILABLE ON THE JOB-SITE AT ALL TIMES. SEE THE ATTACHED PLANS FOR ANY ADDITIONAL INSTRUCTIONS.

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_