

Borough of Collegeville
491 E. Main Street
Collegeville, PA 19426
610.489.9208 – 610.489.6661 (fax)
www.collegeville-pa.gov

ELECTRICAL PERMIT APPLICATION

1. ELECTRICAL PERMIT APPLICATION		
Street, City, State, Zip _____		
For Borough Use Only		
Parcel No. _____	Block & Unit _____	Zoning District _____

2. IDENTIFICATION	
Property Owner: _____	
Address: _____	
Cell Phone: _____	Other Phone: _____
E-Mail: _____	
Tenant: _____	
Address: _____	
Cell Phone: _____	Other Phone: _____
E-Mail: _____	
Contractor: _____	
Address: _____	
Cell Phone: _____	Other Phone: _____
E-Mail: _____	

3. TYPE OF ELECTRICAL WORK (Please check one)	
<input type="checkbox"/> New <input type="checkbox"/> Alteration <input type="checkbox"/> Other <input type="checkbox"/> Addition <input type="checkbox"/> Repair <input type="checkbox"/> Source	<input type="checkbox"/> Residential <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial
Total Cost of Electrical Work: _____	Permit Fee: (See Fee Schedule) _____
Description of Work: _____	

By signing this application, the contractor/applicant certifies that all information given is correct and the property owner has authorized the work. Deposit of check representing fees for this application does not constitute approval of or granting of same by Collegeville Borough.

Signature of Contractor/Applicant _____ Date: _____

Validation (For Borough Use Only)			
Permit No.:	Permit Issued:	Permit Fee:	Check No.:

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Permit Application Instructions

- **A Building Permit is required for all new construction including renovations, alterations, and interior and exterior structural renovations. Also for accessory buildings and sheds greater than 1000 sq. ft., decks, pools, garages, roof or patio cover enclosures or alterations and demolition of any structure.** Please complete **ALL** sections of the permit application. This permit application will not be accepted until all sections are completed properly. If the section is not applicable, please indicate that on the application.
- When sub-contractors are being used, please coordinate with them and submit permit applications at the same time. Contractor's registrations are required for all HVAC, Plumbing, and Electrical Contractors. **ALL** contractors must submit a certificate of insurance listing Collegeville Borough as an additional insured. Also, proof of Workmen's Compensation must be submitted.
- All applications must be accompanied with a site plan drawn to scale indicating the placement and dimension of the proposed structure, setbacks to all property lines and the placement of all existing structures on the property. The permit application will not be accepted without the required plans at the time of the application.
- All applications must be accompanied with two (2) sets of plans and specifications.
- All permit fees must be submitted with the Permit applications.
- Call the Borough Office at 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:

HVAC Contractors: All residential permits involving HVAC work which will affect the HVAC system (replacements, additions, finished basements, etc.) will require **HVAC LOAD CALCULATIONS** to be submitted as part of the permit submittal package, in order to show compliance with either ASTM 193 or Manual J Calculations, Energy Compliance; IECC 2009. An HVAC Certification letter, by itself, is no longer acceptable. **Please note that any HVAC permit applications received that do not have load calculations included will be rejected.**

Thank you in advance for your cooperation!