

# Borough of Doylestown

Department of Building and Zoning  
Permit Application for  
Zoning Permit for Driveway & Patio

## Background:

The Borough of Doylestown requires that prior to installing or expanding a patio or driveway the property owner shall acquire a Permit from the Department of Building and Zoning, located at 10 Doyle Street. There is a fee for the patio/driveway zoning permit. All construction work shall be done according to the Borough of Doylestown Ordinance specifications and the PAUCC and IPC 2015.

## When a Patio or Driveway Permit is Required:

Installation or expansion of a patio or a driveway requires a permit. Resurfacing or repairing an existing patio or driveway does not.

1. Complete the Permit Application and bring it to the Borough Zoning and Planning Office at 10 Doyle Street with a either check, cash or credit card for the fee will be calculated at the time of submittal.

Check should be payable to "Borough of Doylestown"

2. The staff will accept your completed permit application. You must attach 2 copies of the site plan. See the list below for what must be shown on the site plan. **Note staff will not accept incomplete applications.**
3. You will be contacted when a decision has been made on your application. Permit review normally takes 7 – 10 days but may be as long as 20 days.
4. Do not begin work until your application has been approved and you have an issued permit in your hand.
5. Once work is complete you must schedule a final inspection to close the permit.

**Check List for Submission - Applicant must fill out checklist marked "A" below. Borough staff will complete checklist marked "S".**

- | <u>A</u>                 | <u>S</u>                 |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Completed application form.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Payment is included.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 2 copies of the site plan are attached.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Site plan shows measurement of distances from property lines to proposed patio/drive.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Site plan shows all structures on the site.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Site plan shows all property lines, streets, easements, rights-of-way and dedications. |
| <input type="checkbox"/> | <input type="checkbox"/> | Site plan shows the front yard set back line.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Site plan shows any proposed parking area with measurements.                           |

**Borough of Doylestown** Department of  
 Building and Zoning  
 Permit Application for  
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Hours of Operation Monday - Friday 8:30 a.m. – 4:30 p.m.
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**PROPERTY INFORMATION:**

Property Address:	Tax ID Number:
Property Owner Name:	Owner Phone:
Property Owner Address: _____	

**CONTRACTOR'S INFORMATION:**

Company Name:	Phone:
Company Address:	
Contact Name :	Contact Phone:
Email:	

**SITE CHARACTERISTICS:**

Permit for (circle one or both )	Zoning District:	If Driveway:
Patio                  Driveway		Distance from center of street to front edge of parking area:
Proposed Patio or Driveway Dimensions:	Distance from patio to closest property line: (Must be at least 2 feet)	Patio/Driveway is constructed of:

**APPLICANT SIGNATURE:**

_____	<b>Date:</b>
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**APPLICATION PROCESSING RECORD (Borough Office Use Only)**

Date Received:	Amount Paid:	Check Number:
Payor:	Received by:	

Zoning Officer:	Date of Zoning Review:
Permit is:    Granted                  Denied                  Other:	
Reason/Comments/Conditions: _____	
_____	
_____	
Zoning Officer Signature:	_____
Applicant Notified by:	On Date: _____
Permit Number Issued:	On Date: _____