

# Borough of Doylestown

## Department of Building and Zoning Permit Application for Replacement Roof or Windows

### Background:

The Borough of Doylestown requires that prior to any roof or window replacement the property owner shall acquire a Permit from the Department of Building and Zoning, located at 57 West Court Street. There is a fee for this permit: If you are replacing windows it is \$10 + \$5 for each window (Plus a \$4.50 state fee). If you are replacing a roof it is \$50 for a residential roof or the greater of \$100 or 1% of the total construction cost for a commercial roof (Plus a \$4.50 state fee). All construction/repair work shall be done according to the Borough of Doylestown Ordinance specifications and the PAUCC and IBC 2009.

### When A Roof or Window Permit is Required:

Replacement of a roof or windows requires a Roof/Window permit. Installation, replacement or major repair of any structural component of roof or window structures (trusses, headers, rafters, etc.) for existing buildings requires a Building Permit.

**Process:** Determine if you are located in a Historic District. If you are in the Historic District your application process is two step – the first step is application for a HARB Certificate of Approval and the second step is applying for the Roof and Window Permit.

2. The completed package you will submit consists of
  - 2 copies of the Replacement Roof/Window Application Form with supporting documents.
  - If you are in the Historic District you also need a HARB Certificate of Appropriateness. See the HARB Certificate of Appropriateness Application for more info.
3. Bring the completed Application for Roof Or Window Permit to the Borough Zoning and Planning Office at 57 West Court Street with payment. Check should be payable to “Borough of Doylestown”
4. The staff will accept your completed permit application. **Note staff will not accept incomplete applications nor will they accept applications that require HARB Certificates until after applicant has been before HARB.**
5. Permit review normally takes 7 – 10 days but may be as long as 20 days. If you are required to go to go before HARB your permit will not be reviewed for building code issues until their review is complete.
6. Do not begin work until your application has been approved and you have an issued permit in your hand.
7. 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”.**

- | A                        | S                        |   |
|--------------------------|--------------------------|---|
| <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 plans and manufacturer specifications are attached. |

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Hours of Operation  
Monday - Friday  
8:30 a.m. – 4:30 p.m.

## PROPERTY INFORMATION:

Property Address:	Tax ID Number:
Property Owner Name:	Owner Phone:
Property Owner Address: _____	
Zoning District:	Historic District: YES or NO

## CONTRACTOR'S INFORMATION:

Company Name:	Phone:
Company Address:	Email:
Contact Name :	Contact Phone:
If Owner is doing the work complete Affidavit of Exemption from Proof of Worker's Compensation Form	

## REPLACEMENT ROOF INFORMATION:

Materials to be used	Square footage of roof :	Description of work:

## REPLACEMENT WINDOW INFORMATION:

Product Description:	Number to be installed :	Description of work:

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You will need to attach manufacturers specifications for materials you are using. Please list the specifications attached:

For example: GAF-Elk Slateline shingles

**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:	

HARB Approval:	Date of HARB:
Council Approval:	Date of Council:
B & Z confirm that this is not a HARB property:	
Building/Zoning Officer Signature :	Date of B&Z Review:
Permit is:    Granted                      Denied                      Other:	
Reason/Comments/Conditions:	
Applicant Notified by:	On Date:
Permit Number Issued:	On Date: