

# Borough of Doylestown

## Department of Building and Zoning Permit Application for Replacement Siding

### Background:

The Borough of Doylestown requires that prior to any siding or re-siding 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: \$35 or 1% of the total construction cost which ever is greater. (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 Siding Permit is Required:

Repairing damage to individual pieces of siding with exact replacements does not require a permit. Installation of new siding or replacing one or more wall of siding requires a permit. Installation, replacement or major repair of any structural component of a wall on existing buildings requires a Building Permit.

### Process:

1. Determine if you are located in the 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 Appropriateness and the second step is applying for the Siding Permit.
2. The completed package you will submit consists of
  - 2 copies of the Siding Permit 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 a Siding 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 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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Department of Building and Zoning  
Permit Application for  
Replacement Siding

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: _____	Owner Email:
Zoning District:	Historic District: YES or NO

## CONTRACTOR'S INFORMATION:

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

## REPLACEMENT SIDING INFORMATION:

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

LIST THE MANUFACTURER SPECIFICATIONS YOU HAVE ATTACHED TO THIS APPLICATION :

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## APPLICANT SIGNATURE:

	Date:
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# Borough of Doylestown

Department of Building and Zoning

Permit Application for

Replacement Siding

## 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: