



Department of Building & Zoning

Permit and Inspection Procedures

In response to Governor Wolf's crisis-related business restrictions and "Stay at Home" order, The Borough of Doylestown has modified its procedures for permit processing and inspections until further notice.

All construction-related trades and business activities, including, but not limited to: residential and nonresidential building construction, land subdivision, civil engineering, heavy equipment operation, exterior contractors, highway construction and specialty trades, have been deemed as non-life-sustaining operations and, by the Governor's Order, are required to stop operations until further notice. The complete list can be viewed at the following link: <https://www.scribd.com/document/452553026/UPDATED-2-30pm-March-24-2020-Industry-Operation-Guidance>

The following policies are effective immediately:

1. Residential Use and Occupancy Certificates (Resale & Rental):
Applications must be emailed to khyland@doylestownborough.net and smurray@doylestownborough.net. In addition to emailed submissions, hard copies of the applications must be mailed to our office with the appropriate payment. Applicants will be contacted by email to schedule an exterior inspection. All interior inspection items will be categorized as incomplete and a follow-up inspection will be required in accordance with the standard procedure for a Temporary Occupancy Certificate. Applications submitted by hard copy only will be deemed incomplete.
2. Non-Residential Zoning/Use and Occupancy Certificates:
Applications and supporting documents must be emailed to khyland@doylestownborough.net and smurray@doylestownborough.net. In addition to emailed submissions, hard copies of all documents must be mailed to our office with the appropriate payment. No inspection will be scheduled unless the use falls into an exempt business category of the Governor's Order or a waiver has been granted. Waiver documentation, including scope-specific approval, will be required with the submission to the Borough. Applications submitted by hard copy only will be deemed incomplete.
3. Zoning Permits:
Applications and supporting documents must be emailed to khyland@doylestownborough.net and smurray@doylestownborough.net. In addition to emailed submissions, hard copies of all documents must be mailed to our office with the appropriate payment. No construction or occupancy is included in the scope of a zoning permit. Applications submitted by hard copy only will be deemed incomplete.
4. Permits for Construction:
Applications and supporting documents must be emailed to

khyland@doylestownborough.net and smurray@doylestownborough.net. In addition to emailed submissions, hard copies of all documents must be mailed to our office with the appropriate payment. Construction shall not proceed unless the use and applicable trades fall into an exempt business category of the Governor's Order or a waiver has been granted. Waiver documentation, including scope-specific approval, will be required with the submission to the Borough. To the fullest extent possible, inspections for activities permitted to proceed will be conducted remotely. Applications submitted by hard copy only will be deemed incomplete.

5. Deed Registrations:

Deed registrations must be emailed to smurray@doylestownborough.net. In addition to emailed submissions, hard copies must be mailed to our office with the appropriate payment.

Doylestown Borough continues to take precautionary actions to protect the health, safety, and welfare of the public, our residents, businesses, and staff. Permit and fee inquiries should be directed to Karyn Hyland, Director of Building and Zoning, at khyland@doylestownborough.net.

Borough staff is working remotely and may have limited access to our usual resources. We appreciate your patience as it may take additional time to provide services.