

DOYLESTOWN BOROUGH

CONSTRUCTION/SALES TRAILER PERMIT PROCEDURES

A permit is required for all new, renovated or temporary trailers.

PART I – Location of Property – Complete address including city, state and zip code must be provided on all applications.

PARTS II thru V – **Complete every section.**

PART VI – Sign and date application. If property resident is not the owner of the property, a notarized statement indicating the owner's approval of the proposed construction must be submitted with the application. Provide phone numbers where property owner/resident and contractor may be reached. Contractors making application must provide a Certificate of Insurance verifying coverage for Worker's Compensation and their Federal or State Employer Identification Number (EIN).

PART VII - Plot Plan – Show all dimensions of entire property (length x width and square feet of entire lot). Identify streets adjacent to property. Place all buildings, with size dimensions (length and width) indicated, within property lines and indicate whether existing or proposed. **The property owner is responsible for the accuracy of this plot plan. Any easements or deed restrictions must be indicated.**

PLANS AND SPECIFICATIONS

- **Two (2) copies of all plans and specifications must be submitted with all applications for sign permit. Cross Section Drawings, giving structural details as outlined below, must be included (See sample drawings attached).**
- A. **DIMENSIONS** – Show all dimensions of proposed sign – height, width and length.
- B. **PIER/ FOOTINGS** – Give all foundation information – depth of excavated footings to the finished grade and width of footings. Indicate depth of concrete in footings (minimum 36"). Indicate PSI (pounds per square inch) of concrete and/or other sub-materials.
- C. **MAIN BEAMS** – Give size and description of materials of beam and column supports. Spans between columns must be indicated. If using *Manufactured Beams*, structural plans must be sealed by engineer or architect.
- D. **ATTACHING TO EXISTING STRUCTURE** – Indicate method of attachment to proposed structure to the existing structure, if applicable.

ADDITIONAL INFORMATION

FEES – Permit fees must be submitted with the permit application. If paying by check, please make check payable to “Doylestown Borough”.

REVIEW – The application will be reviewed by the Code Enforcement and Zoning Departments for compliance with all Borough codes and ordinances.

PERMIT GRANTED – **Work may not start until a permit has been approved and granted.** The permit cards are to be displayed so as to be visible from the street.

PLUMBING, ELECTRICAL AND HVAC – All plumbing, electrical, heating and air conditioning contractors and/or their personnel must be registered and provide a Certificate of Insurance verifying Worker’s Compensation coverage, and Federal or State Employer Identification Number (EIN). In addition, each contractor must obtain the appropriate permits for the work to be done. All electrical work must be inspected by United Inspection Agency.

INSPECTIONS – Call the Borough office (215-345-4140) 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, uninspected work will not be granted final approval. **If an inspection fails twice for the same code violation, a reinspection fee will be required prior to a third inspection.**

TRAILER PERMIT

APPLICATION

I - LOCATION OF PROPERTY

Address: _____ City: _____

State: _____ ZIP: _____

Business/Tenant Name: _____

II - IDENTIFICATION – To be completed by all applicants

APPLICANT Name: _____ Phone: _____

Company: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____

OWNER Name: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip Code: _____

CONTRACTOR Name: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Builder's Twp. License No. _____ Expiration Date: _____

DESIGN Name: _____ Phone: _____

PROFESSIONAL Address: _____

City: _____ State: _____ Zip Code: _____

III - TYPE OF CONSTRUCTION OR IMPROVEMENTS

☐ New ☐ Used ☐ Other

IV - TRAILER DETAILS (Please check the following)

- ☐ Sales/Office trailer # ____ ☐ Construction trailer # ____ ☐ Education # ____
- ☐ Free Standing ☐ Attached ☐ Anchored ☐ Single Wide ☐ Double Wide
- ☐ Electric ☐ Plumbing ☐ HVAC
-

V - COST

Cost of Construction Improvements \$ _____

PART VI – FEE (see fee schedule)

PERMIT FEE: \$ _____

VII - SIGNATURE

Deposit of Check Representing the Fee for this Application does not Constitute Approval of or Granting of Same by Doylestown Borough. I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his agent and we agree to conform to all applicable laws of Doylestown Borough.

SIGNATURE OF APPLICANT

DATE

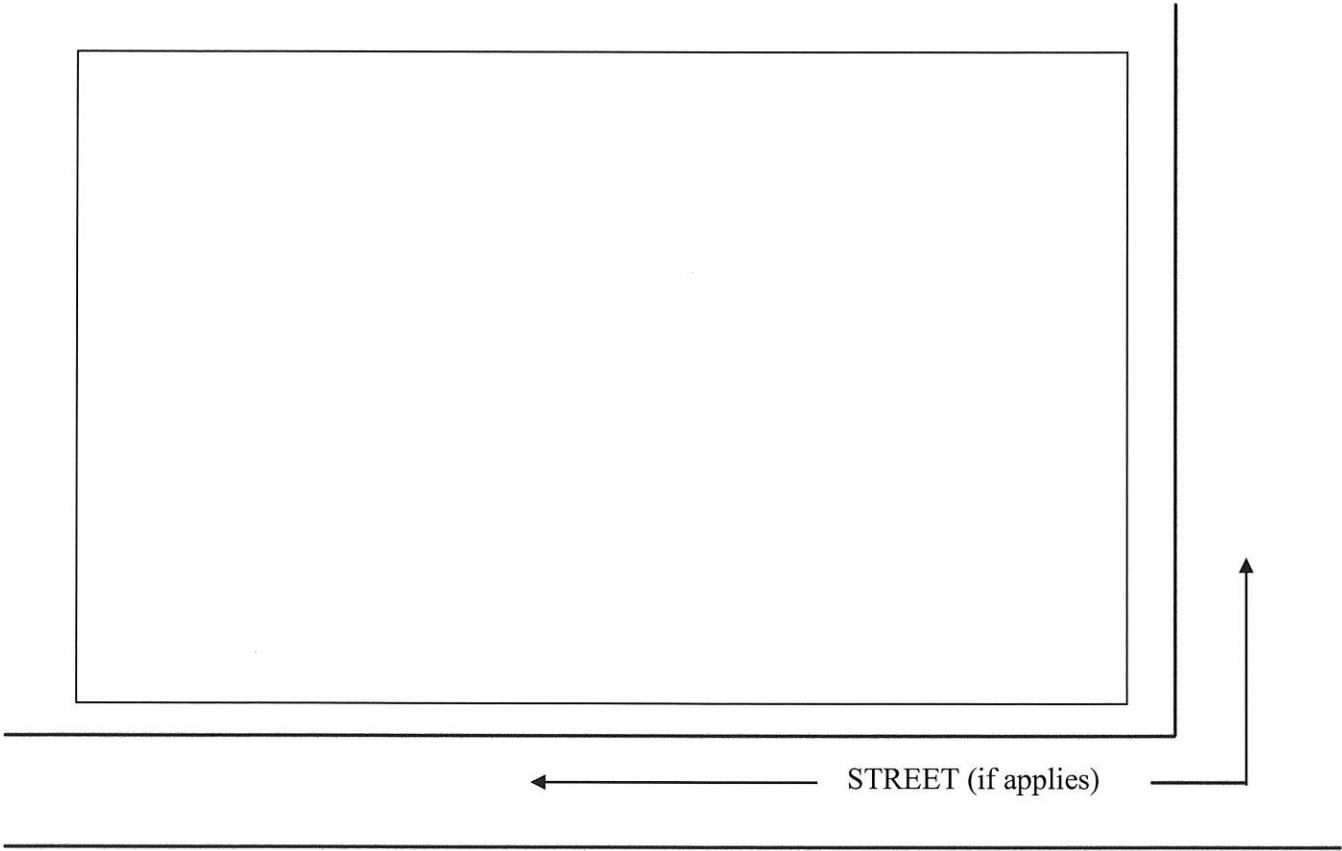
VII - SITE OR PLOT PLAN – Please provide or attach plot plan details. See attached.

SCHEDULE OF FEES

TRAILER FEES:

- A. \$150.00 per trailer
- B. Electrical Permit for Temporary Service Required:
(An Electrical Permit Application must also be submitted if applicable.)
- C. Applicable Fees may apply for water service to the trailer.

PLOT PLAN (Location of trailer on lot)



BUILDING LOCATION (Location of trailer if attached to building)

