

Municipality of Norristown  
235 East Airy Street  
Norristown, PA. 19401  
Phone (610) 270-0441, 0438 or 0442 Fax (610) 279-7548

For Office Use Only	
Date Application Received: _____	By: _____
Date Permit Issued: _____	Processed By: _____
Flood Plain: Yes _____ No _____	Reviewed by _____
Assessed Value _____	
Application Number _____	

## PERMIT APPLICATION PACKET

This application must have a copy of the **SIGNED CUSTOMER CONTRACT** attached. All permit fees must be paid prior to issuing permit but not prior to approval. In the event the project is cancelled please notify the office.

**APPLICANT:** if the proposed work is associated with any of the conditions listed below, Zoning Department approval must be obtained prior to submission of this application. Please verify the proposed work is **NOT** one of the three conditions listed below by initialing in the field provided.

- \_\_\_\_\_ A COMMERCIAL CHANGE OF TENANT and/or a COMMERCIAL /RESIDENTIAL CHANGE OF USE CLASSIFICATION.
- \_\_\_\_\_ The construction of an in ground residential (private) and/or a public swimming pool.
- \_\_\_\_\_ The construction of an addition, fence, deck or porch enclosure/extension.

In order to verify that all zoning requirements have been met a copy of the signed ZONING USE REGISTRATION PERMIT must be attached to this application at the time submittal.

Property Address \_\_\_\_\_ Floor or Suite # \_\_\_\_\_

New Construction  Addition  Alteration  Deck  Tenant Fit-Out  Demo  Roof  Other \_\_\_\_\_

**USE GROUP (Please check Residential or Commercial and check which use group applies)**

Residential =  Single Family Dwelling or  Two Family Dwelling **OR**  Commercial =  Business/Office  Restaurant  Apartment Building  Triplex  Other \_\_\_\_\_

### APPLICANT'S INFORMATION (if different than Property Owner)

Applicant's Name (Contact Person) \_\_\_\_\_

Company's Name \_\_\_\_\_

Applicant's Address \_\_\_\_\_

Applicant's Daytime Phone (\_\_\_\_\_) \_\_\_\_\_ Cell Phone (\_\_\_\_\_) \_\_\_\_\_

Fax # (\_\_\_\_\_) \_\_\_\_\_ E-Mail Address \_\_\_\_\_

Applicant's Contractor's License # \_\_\_\_\_

### PROPERTY INFORMATION

Property Owner's Name \_\_\_\_\_

Property Owner's Mailing Address \_\_\_\_\_

Property Owner's Daytime Phone (\_\_\_\_\_) \_\_\_\_\_ Cell Phone (\_\_\_\_\_) \_\_\_\_\_

Fax # (\_\_\_\_\_) \_\_\_\_\_ E-Mail Address \_\_\_\_\_

The information provided in this Application is true and correct to the best of my knowledge, information and belief and that these statements are made subject to the penalties of 18 Pa. C.S.A. Section 4904 relating to unsworn falsification to authorities. The undersigned is the owner of said structure or has been authorized by the owner(s) to act as agent in procuring the building permit herein requested. The undersigned also takes full responsibility for all work performed and will comply with all provisions of the Zoning Ordinance, the Building Code and with all other applicable ordinances of Norristown.

**APPLICATION MUST BE APPROVED, PERMIT ISSUED AND POSTED ON JOB SITE PRIOR TO BEGINNING WORK!**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**CONSTRUCTION PERMIT SECTION**

I hereby make application to (state nature of work and materials to be used) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**BUILDING CONTRACTOR INFORMATION**

Contractor's Name Street Address City/State/Zip Phone BOC Lic # or v if applying today  
General Contractor - \_\_\_\_\_

Estimated cost of construction (Building construction only) \$ \_\_\_\_\_ Total Permit Fee \$ \_\_\_\_\_

(OFFICE USE ONLY) Building permit application reviewed by \_\_\_\_\_ and approved \_\_\_\_/\_\_\_\_/\_\_\_\_

**ELECTRICAL PERMIT SECTION**

I hereby make application to (state nature of work and materials to be used) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is a new service being added? If so \_\_\_\_\_ -AMPS

**ELECTRICAL CONTRACTOR INFORMATION**

Contractor's Name Street Address City/State/Zip Phone BOC Lic # or v if applying today

Estimated cost of Electrical work \$ \_\_\_\_\_ Total Permit Fee \$ \_\_\_\_\_

(OFFICE USE ONLY) Electrical permit application reviewed by \_\_\_\_\_ and approved \_\_\_\_/\_\_\_\_/\_\_\_\_

**PLUMBING PERMIT SECTION**

I hereby make application to (state nature of work and materials to be used) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of plumbing fixtures \_\_\_\_\_

**PLUMBING CONTRACTOR INFORMATION**

Contractor's Name Street Address City/State/Zip Phone BOC Lic # or v if applying today

Estimated cost of Plumbing work \$ \_\_\_\_\_ Total Permit Fee \$ \_\_\_\_\_

(OFFICE USE ONLY) Plumbing permit application reviewed by \_\_\_\_\_ and approved \_\_\_\_/\_\_\_\_/\_\_\_\_

**HVAC / MECHANICAL PERMIT SECTION**

I hereby make application to (state nature of work and materials to be used) \_\_\_\_\_

**MECHANICAL CONTRACTOR INFORMATION**  
Contractor's Name      Street Address      City/State/Zip      Phone      BOC Lic # or v if applying today

Estimated cost of Mechanical work \$ \_\_\_\_\_ Total Permit Fee \$ \_\_\_\_\_

(OFFICE USE ONLY) Mechanical permit application reviewed by \_\_\_\_\_ and approved \_\_\_\_/\_\_\_\_/\_\_\_\_

**ROOFING PERMIT SECTION**

I hereby make application to (state nature of work and materials to be used) \_\_\_\_\_

**ROOFING CONTRACTOR INFORMATION**  
Contractor's Name      Street Address      City/State/Zip      Phone      BOC Lic # or v if applying today

Estimated cost of Roofing \$ \_\_\_\_\_ Total Permit Fee \$ \_\_\_\_\_

(OFFICE USE ONLY) Roofing permit application reviewed by \_\_\_\_\_ and approved \_\_\_\_/\_\_\_\_/\_\_\_\_

**FIRE ALARM PERMIT SECTION**

I hereby make application to (state nature of work and materials to be used) \_\_\_\_\_

Type of system \_\_\_\_\_

# of fire alarm initiating devices being installed or modified \_\_\_\_\_

Local alarm notification or off site alarm monitoring \_\_\_\_\_

**FIRE ALARM CONTRACTOR INFORMATION**  
Contractor's Name      Street Address      City/State/Zip      Phone      BOC Lic # or v if applying today

Estimated cost of Fire Alarm work \$ \_\_\_\_\_ Total Permit Fee \$ \_\_\_\_\_

(OFFICE USE ONLY) Fire Alarm permit application reviewed by \_\_\_\_\_ and approved \_\_\_\_/\_\_\_\_/\_\_\_\_

**FIRE PROTECTION PERMIT SECTION**

I hereby make application to (state nature of work and materials to be used) \_\_\_\_\_

Type of system \_\_\_\_\_

Installation of Fire Pump YES  or NO  Standpipes YES  or NO  Fire System Lateral YES  or NO

# of sprinkler heads being installed or modified \_\_\_\_\_ # of separate range hood systems being installed \_\_\_\_\_

**SPRINKLER CONTRACTOR INFORMATION**  
Contractor's Name      Street Address      City/State/Zip      Phone      BOC Lic # or v if applying today

Estimated cost of Sprinkler work \$ \_\_\_\_\_ Total Permit Fee \$ \_\_\_\_\_

(OFFICE USE ONLY) Sprinkler permit application reviewed by \_\_\_\_\_ and approved \_\_\_\_/\_\_\_\_/\_\_\_\_

# MUNICIPALITY OF NORRISTOWN

Montgomery County, Pennsylvania

Resolution No. 15-136 of 2015

## FEE SCHEDULE

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### VI. CODE ENFORCEMENT, BUILDING AND ZONING (Continued)

#### 2. Building Permit Fees (Continued)

Separate permits shall be required for each structure located on a parcel.

Building, plumbing, electrical, mechanical, fire and energy permits shall be issued separately and each permit fee shall be based on the following fee scale calculation for the total project value as follows:

Construction Project Value	Graduated Fee Scale Amounts/Rates
\$0 - \$2,000	\$70
\$2,001 - \$50,000	3.00% per \$1,000 or fraction thereof
\$50,001 - \$3,000,000	1.50% per \$1,000 or fraction thereof
\$3,000,001 and greater	0.75% per \$1,000 or fraction thereof

A project that includes multiple parcels and the total construction value of the parcel exceed \$50,000, each permit for each parcel shall be calculated based on 1.5% per \$1,000 construction project value for the project or project phase. This fee calculation applies only to projects that are regulated by the International Residential Code.

All permits require an additional \$4.00 State fee established by Act 45 of 1999. Each permit fee shall also be subject to a \$25.00 Administration fee.

Any person commencing work without first obtaining an approved permit from the Municipality shall be subject to a payment of double the permit fee described above.

Building permit fees include the cost of two (2) inspections for each phase of the project, e.g. footings, framing, plumbing, etc. Additional inspections, requires because work completed failed to pass the initial two (2) inspections, shall result in an additional \$30.00 fee for each additional inspection.

Inspections canceled by the contractor or resident with notification of less than 24 hours in advance of scheduled time shall result be assessed a \$25.00 cancellation fee.