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

For Office Use Only
Date Application Received: _____
Receipt #_____
Date Permit Issued:_____ Issued By _____

BUILDING PERMIT APPLICATION PACKET

This application must have a copy of the SIGNED CUSTOMER CONTRACT attached. All permit fees must be paid prior to processing.

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.

TYPES OF PERMITS THAT YOU ARE APPLYING FOR (PLEASE CHECK ALL THAT APPLY)

YES ❑ or NO ❑ Building	Total Fee $	.00
YES ❑ or NO ❑ Electrical	Total Fee $	.00
YES ❑ or NO ❑ Plumbing	Total Fee $	.00
YES ❑ or NO ❑ HVAC / Mechanical	Total Fee $	.00
YES ❑ or NO ❑ Roofing	Total Fee $	.00
YES ❑ or NO ❑ Fire Alarm	Total Fee $	.00
YES ❑ or NO ❑ Fire Protection	Total Fee $	.00
YES ❑ or NO ❑ Plan Review Time	Total Fee $	.00
PA State Surcharge	Total Fee $	.00
Administrative Fee	Total Fee $	25.00
TOTAL COST OF PERMIT	$	.00

PLEASE NOTE
Fees to be filled out by Code Enforcement

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 # _____ ❑ Check if applying today

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

BUILDING 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 -					
Excavation -					
Concrete / Masonry -					
Masonry -					
Carpentry -					
Insulation -					
Drywall –					
Roofing-					

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) Electrical 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 _____/_____/_____

Fee Schedule

All permits with a total estimated cost of $2300 or less, there is a flat fee of $70 plus a $25 Administrative fee and $4 State fee. Total is $99

All permits with a total estimated cost of more than $2301 to $50,000, the fee is at a rate of 3% plus a $25 Administrative fee and $4 State fee.

If the permit total cost is over $50.000, it will be assessed at a rate of 3% for the first $50.000 and 1.5% for the remainder. There is also a $25 Administrative fee and $4 State fee.

Any permit requiring plans may be subject to review fees. Residential plan review is assessed at a rate of $70 per hour and commercial at $110 per hour.

INSPECTOR'S NOTES: