

Borough of Souderton

31 West Summit Street
Souderton, Pa. 18964
215.723.4371
Fax 215.723.5569

EXTERIOR STRUCTURE PERMIT PROCEDURES

An Exterior Structure permit is required for replacement, renovation or alteration of roofs, and stucco. No Permit is needed for replacement of windows and doors unless there will be structural changes.

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

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 or contractor may be reached.

PLANS AND SPECIFICATIONS

Two (2) copies of all plans and specifications must be submitted with all applications for Exterior Structure permit.

NOTE: All window replacement or alteration must meet egress requirements.

ADDITIONAL INFORMATION

FEES – Permit fees must be submitted with the permit application. If paying by check, please make check payable to "Borough of Souderton".

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

INSPECTIONS – Call the Borough Office (215-723-4371) 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.

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EXTERIOR STRUCTURE PERMIT APPLICATION
TECHNICAL SECTION

A. IDENTIFICATION- APPLICANT

WHEN MAKING CHANGES TO THE PLANS OR WHEN CHANGING CONTRACTORS OR CHANGING DRAWINGS THIS OFFICE MUST BE NOTIFIED

BLOCK _____

WORK SITE LOCATION _____

OWNER IN FEE _____

ADDRESS _____

TELEPHONE _____ CELL _____

CONTRACTOR _____

ADDRESS _____

TELEPHONE _____ CELL _____

LIC NO _____

FE EMP NO _____

B. EXTERIOR STRUCTURE CHARACTERISTICS

USE GROUP _____

REPLACEMENT GROUPS _____

ROOFING _____

ROOFING WITH PLYWOOD _____

WINDOWS _____

DOORS _____

STUCCO _____

EPIS _____

QTY						

RESIDENTIAL ALTERATION COMMERCIAL ALTERATION

TEMPERED

C. TECHNICAL SITE DATA

DESCRIPTION OF WORK

ESTIMATED COST

JOB SUMMARY (Office Use Only)

NO PLANS REQUIRED

PLAN REVIEW

JOINT PLAN REVIEW REQUIRED

BUILDING MECHANICAL

FIRE ELECTRIC

PLUMBING ACCESSIBILITY

D. CERTIFICATION IN LIEU OF OATH

I HEREBY CERTIFY THAT I AM THE (AGENT OF) THE OWNER OF RECORD AND AM AUTHORIZED TO MAKE THIS APPLICATION AND PERFORM THE WORK LISTED ON THIS APPLICATION

PRINTED NAME _____

SIGNATURE _____ DATE _____