

Borough of Souderton

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

FENCE / SHED PERMIT PROCEDURES

A Fence/Shed permit is required for all new, renovation, alteration or replacements.

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 contractor may be reached.

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. Indicate front yard, side yard, and rear yard setbacks by showing the distance from deck to property lines on all sides. The property owner is responsible for the accuracy of this plot plan. On-lot sewage disposal systems and/or any easements/deed restrictions must be indicated.

PLANS AND SPECIFICATIONS

Two (2) copies of all plans and specifications must be submitted with all applications. Cross Section Drawings, giving structural details, must be included.

DIMENSIONS – Show all dimensions of proposed work (width and length).

A Plot Plan, showing location of fence and/or shed, must accompany permit application.

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

PERMIT GRANTED – If approved, the permit will be processed and issued to you within fifteen (15) business days. 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. 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.

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FENCE OR SHED PERMIT

TECHNICAL SECTION

A. IDENTIFICATION- APPLICANT WHEN MAKING CHANGES TO THE PLANS OR WHEN CHANGING CONTRACTORS OR CHANGING DRAWINGS THIS OFFICE MUST BE NOTIFIED

BLOCK _____ LOT _____

WORK SITE LOCATION _____

OWNER IN FEE _____

ADDRESS _____

TELEPHONE _____ CELL _____

CONTRACTOR _____

ADDRESS _____

TELEPHONE _____ CELL _____

LIC NO _____

FE EMP NO _____

B. MISCELLANEOUS CHARACTERISTICS

USE GROUP NEW RESIDENTIAL COMMERCIAL ALTERATION REPAIR OR REPLACEMENT

SHED _____

SHED DETAILS

WIDTH	LENGTH	TOTAL SQUARE FOOTAGE
PRE BUILT	BUILT ON SITE	
FOOTERS	STONE BED	

FENCE

FRONT YARD	HEIGHT	LENGTH	MAXIMUM HEIGHT 4' OPEN & ORNAMENTAL
SIDE YARD			
REAR YARD			MAXIMUM HEIGHT 6'

FENCE MATERIAL

<input type="checkbox"/> PLASTIC	<input type="checkbox"/> WOOD
<input type="checkbox"/> METAL	<input type="checkbox"/> MASONRY
<input type="checkbox"/> STONE	<input type="checkbox"/> BRICK

TYPE OF FENCE

<input type="checkbox"/> PICKET	<input type="checkbox"/> STOCKADE
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C. TECHNICAL SITE DATA

DESCRIPTION OF WORK

ESTIMATED COST

JOB SUMMARY (Office Use Only)

PLAN REVIEW NO PLANS REQUIRED

JOINT PLAN REVIEW REQUIRED

<input type="checkbox"/> BUILDING	<input type="checkbox"/> MECHANICAL
<input type="checkbox"/> FIRE	<input type="checkbox"/> ELECTRIC
<input type="checkbox"/> PLUMBING	<input type="checkbox"/> 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 PREFORM THE
 WORK LISTED ON THIS APPLICATION

PRINTED NAME _____

SIGNATURE _____

DATE _____