



# BOROUGH OF SHARON HILL

# B

250 Sharon Ave, Sharon Hill, PA 19079

Phone (610) 586 -8200 \* Email: [admin@sharonhillboro.com](mailto:admin@sharonhillboro.com)

## BUILDING PERMIT APPLICATION

**Very Important. You must submit the following documentation with your completed building permit application:**

- Contractor's Pennsylvania Attorney General license or Sharon Hill Contractor's License.
- Certificate of insurance naming the Borough of Sharon Hill as the certificate holder (Must have worker's comp coverage OR obtain a waiver from your insurance broker).
- Copy of the contract with the property owner.
- 4 copies of construction documents.
- Applicable payment

**New certificate(s) of Insurance must be submitted for all permit applications.**

### I Address of Project:

### II IDENTIFICATION

Property Owner's Name:

Property Owner's Address:

Property Owner's Phone No.:

Property Owner's Email Address:

**Building Contractor:**

**HIC# PA**

Contractor's Address:

Contractor's Phone No.

Contractor's Email Address:

### TYPE OF WORK

Classification of Work:

Will any space be converted to bedroom? YES / NO

Will any unfinished space be converted to habitable space? YES / NO

Will any residential kitchens or bathrooms be added? YES / NO

### III DESCRIBE THE WORK TO BE PERFORMED

**Turn the page over for more room to write and to complete the application.**


IV BUILDING FEE SCHEDULE & COST OF PROJECT		
<ul style="list-style-type: none"> <li>• PERMIT FEES DOUBLE IF WORK BEGINS PRIOR TO ISSUANCE OF PERMITS.</li> <li>• SUBMITTING AN APPLICATION AND PAYMENT DOES NOT CONSTITUTE BEING ISSUED A PERMIT.</li> </ul>		
Residential Building Permit Fee	\$84.50 for the first \$1,000 of the cost of the project.	\$30.00 for each additional \$1,000 of the total cost of the project or fraction thereof.
Commercial Building Permit Fee	\$104.50 for the first \$1,000 of the cost of the project.	\$35.00 for each additional \$1,000 of the total cost of the project or fraction thereof.
Cost of the Project:	\$	Check#
Permit Fee:	\$	PA State fee of \$4.50 included.

V Contact Person / Applicant			
Printed Name			Phone#
Signature			Date
Email Address			
Mailing Address			

Area below is for Borough use only.

PLANS APPROVED BY & DATE OF APPROVAL	

Building Permit#	
BCO Signature	Approval Date