



# BOROUGH OF SHARON HILL

250 Sharon Ave, Sharon Hill, PA 19079  
 Phone (610) 586 -8200 \* Fax (610) 586 -3991

## BUILDING PERMIT APPLICATION

<b>Residential Submission Requirements</b> <ul style="list-style-type: none"> <li>• Completed building permit application</li> <li>• Contractor's Pennsylvania Attorney General license or Sharon Hill Contractor's License.</li> <li>• Certificate of insurance naming the Borough of Sharon Hill as the certificate holder.</li> <li>• Copy of the contract with the property owner.</li> <li>• Site plan.</li> <li>• Floor plan</li> <li>• Sectional details</li> <li>• Permit fee</li> <li>• Plan review fee</li> <li>• 4 copies of construction documents</li> </ul>	<b>Commercial Submission Requirements</b> <ul style="list-style-type: none"> <li>• Completed building permit application</li> <li>• Contractor's Pennsylvania Attorney General license or Sharon Hill Contractor's License.</li> <li>• Certificate of insurance naming the Borough of Sharon Hill as the certificate holder.</li> <li>• Copy of the contract with the property owner.</li> <li>• Site plan.</li> <li>• Floor plan</li> <li>• Sectional details</li> <li>• Permit fee</li> <li>• Plan review fee</li> <li>• 4 copies of construction documents with seal and signature</li> </ul>
<b>I      Address of the Project:</b>	
<b>II      IDENTIFICATION</b>	
Property Owner's Name:	
Property Owner's Address:	
Property Owner's Phone No.:	
Property Owner's Email Address:	
Contractor:	
Contractor's Address:	
Contractor's Phone No.	
Contractor's Email Address:	
<b>TYPE OF WORK</b>	
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
<b>Continue to the next page</b>	

