



BOROUGH OF SHARON HILL

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250 Sharon Ave, Sharon Hill, PA 19079

Phone (610) 586 -8200 * Email: admin@sharonhillboro.com

BUILDING PERMIT APPLICATION

Very Important. You must submit the following documentation with your completed building permit application. **Permit will not be processed without the following items:**

- 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 plans (*Depending upon the project*).
- Applicable payment (*Check or Money Order made payable to: The Borough of Sharon Hill*)
- **For anyone acting as a general contractor, you must submit your subcontractor's certificate of insurance, contractor's license, and copy of the contract along with your documentation.**

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

I PROPERTY INFORMATION

Address of the Project:		
Property Owner's Name:		
Property Owner's Address:		
Property Owner's Phone No.:		
Property Owner's Email Address:		

II CONTRACTOR'S INFORMATION

Building Contractor:		HIC#	PA
Contractor's Address:			
Contractor's Phone No.			
Contractor's Email Address:			

Are you certified by the EPA (Environmental Protection Agency) to perform renovation, repair and painting homes, childcare facilities, and pre-schools built before 1978?	YES	/	NO
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If YES, you must provide a copy of your EPA certification!

III DESCRIBE THE WORK TO BE PERFORMED

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

