

# BOROUGH OF COLLEGEVILLE

## Demolition Permit Application

### I – LOCATION OF PROPERTY

PA ONE CALL: \_\_\_\_\_

Address: \_\_\_\_\_

Zoning District: \_\_\_\_\_ Parcel #: \_\_\_\_\_ Lot: \_\_\_\_\_ Block: \_\_\_\_\_

### II – OWNERSHIP

Private  Public  Tenant Tenant Name: \_\_\_\_\_

### III – IDENTIFICATION – *To be completed by all applicants*

Owner: Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Contractor: Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

### IV – TYPE OF DEMOLITION

Residential  Commercial

### V – PRINCIPAL TYPE OF FRAME

Masonry (bearing walls)  Wood Frame  Structural Steel  Reinforced Concrete

Other \_\_\_\_\_

### VI – TYPE OF SEWAGE DISPOSAL

Public  Private (septic tank)  Pump Station  Holding Tank

### VII – TYPE OF WATER SUPPLY

Public  Private (well)

### VIII – DIMENSIONS

Number of Stories \_\_\_\_ Total square feet of floor area, all floors, based on exterior dimensions \_\_\_\_\_

Total building lot size, square feet \_\_\_\_\_

Borough of Collegeville  
491 E. Main Street, Collegeville, PA 19426  
610-489-9208 610-489-6661 (Fax) [www.collegeville-pa.gov](http://www.collegeville-pa.gov)

**IX – The Following MUST be provided:**

Proof of Utility Shut-Off	<input type="checkbox"/>	Comments	_____
Certificate of Insurance	<input type="checkbox"/>	Comments	_____
Extermination Certificate	<input type="checkbox"/>	Comments	_____
Proof of Fuel Tank Removal	<input type="checkbox"/>	Comments	_____

**X – COST**

Cost of Demolition \$ \_\_\_\_\_

Other Costs \$ \_\_\_\_\_

Total Cost of Project \$ \_\_\_\_\_

**X – SITE OR PLOT PLAN – Please provide or attach plot plan details here**

**XI – SIGNATURE**

*Deposit of check representing the fee for this application does not constitute approval of or granting of same by Collegeville Borough. I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his agent and we agree to conform to all applicable laws of Collegeville Borough.*

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Address*

**XII – VALIDATION (For Department Use Only)**

Permit No. \_\_\_\_\_

Permit Issued \_\_\_\_\_

Permit Fee \_\_\_\_\_

Check No. \_\_\_\_\_

\_\_\_\_\_  
*Borough Official*

\_\_\_\_\_  
*Date*

**SCHEDULE OF FEES**

(Resolution 2014-01)

Residential Demolition	\$100.00
Non-Residential Demolition	\$200.00
State Surcharge	\$4.00

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**BOROUGH OF COLLEGEVILLE**

**DEMOLITION PERMIT  
APPLICATION PROCEDURES**

*A demolition permit is required for all phases of demolition work in residential or non-residential areas.*

**PART I – Location of Property** – Address, Zoning District, Parcel Number, Lot and Block must be provided on all applications. Also, PA One Call Number must be listed.

**PARTS II through VII** – Complete every section.

**PART VIII – Building and Lot Size** – dimensions of the property (length/width) and/or total square feet or acreage must be provided on all applications.

**PART IX** – Provide Proof of Utilities Shut-Off

**PART X – Plot Plan** – Provide scaled plan of entire property. 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 buildings 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.**

**PART XI – 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 for property owner/resident and contractor.

**PART XII** – For Department Use Only

**ADDITIONAL INFORMATION**

**FEES** – Permit fees must be submitted with the permit application.

**PERMIT GRANTED** – **Work may not start until a permit has been approved and granted.**

**PLEASE NOTE:** Applicant must provide PA One Call Number and date to verify anyone with utilities in the area has been notified.

If on site, sewer and/or water documentation must be provided to demonstrate septic tanks were pumped and properly abandoned by either filling and/or breaking and filling all tanks. Documentation must be provided to show water well(s) were abandoned utilizing Montgomery County Health Department procedures.

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