



BROOKHAVEN BOROUGH

Pennsylvania

Delaware County

2 Cambridge Rd, Suite 100, Brookhaven Pa 19015 • 610-874-2557 • permit@brookhavenboro.com

APPLICATION FOR BUILDING PERMIT

CHECK ONE

Date	COMMERCIAL <input type="checkbox"/> RESIDENTIAL <input type="checkbox"/>	PROPERTY INFORMATION	BUILDING <input type="checkbox"/> PLUMBING <input type="checkbox"/>	ELECTRICAL <input type="checkbox"/> MECHANICAL <input type="checkbox"/>
Property Address	Brookhaven Pa 19015		Parcel (optional)	
Owner	Phone	Email		

CONTRACTOR INFORMATION

Contractor must be registered with the borough, all insurance and license information must be maintained and current Homeowners performing work on their own residence are exempt from contractors registration

Business Name	Brookhaven License #
On Site Contact	Phone
Address	Email

APPLICANT INFORMATION

IF SAME AS ABOVE WRITE OWNER OR CONTRACTOR

Name	Brookhaven License #
Email	Phone

JOB INFORMATION

Description Of Work		
Expected Start Date	Duration	Fair Market Value Of Job Signed Contract Must Be Attached

NO PERMIT APPLICATION WILL BE PROCESSED WITHOUT ALL REQUIRED DOCUMENTATION. ALL WORK MUST BE INSPECTED, APPLICANT MUST CALL FOR INSPECTIONS 24 HOURS IN ADVANCE

Refer to page 2 for Schedule of fees.

Application must be filled out completely, all supporting documentation must be included, and payment must be made, or application will not be processed. Plans, specifications, and details are required for all permits. Applications for buildings, decks, additions, etc require sealed plans. Where required zoning permit must be issued prior to any construction permits being processed. By signing, the applicant agrees all information submitted is true and correct to the best of their knowledge.

APPLICATION FEE	
UCC FEE	
PERMIT FEE	
TOTAL	

SIGNATURE OF APPLICANT _____

MAKE CHECKS PAYABLE TO BROOKHAVEN BOROUGH

DOCUMENTS THAT MAY BE REQUIRED INCLUDE

Digital copies are preferred.

- plans, specifications and details
- list of subcontractors with contact information and borough license #
- signed contract
- approved zoning permit

All digital submissions must be in .PDF format

- A separate application must be submitted for each permit requested.
- All contractors and subcontractors must register with the borough and pay for the appropriate license prior to this permit being processed.
- Additional documentation may be required prior to approval of this application and may be requested by the permitting official.
- Except work that is specifically allowed by code or ordinance no work is to be done prior to issuance of a permit. **Submission of this application is not permission to start work.**
- Failure to maintain all required licenses and insurance is grounds for denial of this application or revocation of permits once issued.
- All physical permits must be picked up at the Brookhaven Municipal Center prior to starting job. A self-addressed stamped envelope must accompany this application for any permit requested to be mailed. Permits will be issued via e-mail to the owner, contractor, and applicant.

Permit Fees			
Residential			
	Application Fee	UCC Fee	Permit fee
Shed	\$50.00	\$0.00	\$50.00
Fence	\$50.00	\$0.00	\$50.00
Onground Storable swimming pool	\$50.00	\$4.50	\$50.00
Roof	\$25.00	\$4.50	The greater of 3% of FMV or \$50
All other Residential Building	\$50.00	\$4.50	
All Residential Electrical	\$50.00	\$4.50	
All residential Mechanical	\$50.00	\$4.50	
Domestic Water Heater	\$50.00	\$4.50	\$50.00
Repair Water service under 10' long	\$50.00	\$4.50	\$50.00
Repair of sewer lateral under 10' long	\$50.00	\$4.50	\$75.00
All other Residential Plumbing	\$50.00	\$4.50	The greater of 3% of FMV or \$50
Commercial			
Shed	\$250.00	\$0.00	\$100.00
Roofs	\$150.00	\$4.50	The greater of 3% of FMV or \$100
All Other Commercial Building	\$250.00	\$4.50	
All Commercial Electric	\$250.00	\$4.50	
All commercial Mechanical	\$250.00	\$4.50	
All Commercial Plumbing	\$250.00	\$4.50	