

**SINKING SPRING BOROUGH PERMIT INSTRUCTIONS**  
**3940 Penn Avenue, SINKING SPRING, PA 19608 (610) 678-4903**

Mike Hart is Sinking Spring Borough's building inspector. He can be reached at (610) 678-4903 X101. On projects where a driveway, plumbing, electrical permit is required in addition to a building permit, no building permit will be issued until the other permits have been issued. Mike Hart is also the Borough's zoning officer, codes enforcement officer, and sewage enforcement officer. All checks should be made **payable to "SINKING SPRING BOROUGH"**.

**ZONING PERMITS**

A zoning permit is required for **ANY** improvement to a property. The fee for a zoning permit is based on Sinking Spring Borough Resolution. This fee compensates the Borough for the time spent by the zoning officer to evaluate the proposed use of the improvements and to ensure that all requirements of the zoning ordinance are complied with.

**BUILDING PERMITS**

A building permit is required for **ANY** addition to an existing building, any attached structures, or erection of a new detached building which exceeds 1000 square feet in area. A building permit is required for any changes to an existing structure which affects the structural integrity of the building, but not for any cosmetic changes. For example, a building permit would be required for new roof supports, but not for new roofing shingles. For projects which will involve the disturbance of more than 5,000 square feet of earth, applicant must demonstrate approval by the Berks County Conservation District of an erosion and sedimentation pollution control plan. A copy of the deed to the property in question, a copy of the contractor's liability and worker's compensation insurance certificates, and a plot plan of the property showing all pertinent features and distances must also be submitted by the Applicant.

The attached building permit fee schedule has been adopted by the Sinking Spring Borough Council in Resolution 2008-2, and pertains to fees for building permits.

Sinking Spring Borough has adopted the Uniform Construction Code (PA Construction Code Act 45). Appeals of rulings by any of Borough's inspector's requires a filing fee of \$750, and can be made to the Berks County Uniform Construction Code Board of Appeals.

It is the property owner's responsibility to see to it that the building inspector is notified to conduct the required construction inspections. A copy of the required inspections is attached. A rough framing inspection will be done only after a rough-in electrical, mechanical and plumbing inspection has been done, but before any insulation or wall coverings have been installed. It is the duty of the applicant to arrange the rough-in and final electrical inspections and the rough-in and final plumbing and mechanical inspections. Calls for inspections should be made a minimum of 24 hours in advance.

PLUMBING & MECHANICAL PERMITS

Sinking Spring Borough's plumbing inspector is Joe Boulanger of Kraft Code Services (610) 775-7185. Plumbing contractors should be aware that Sinking Spring Borough Ordinance follows the International Plumbing Code. Calls for inspections should be made a minimum of 24 hours in advance.

ELECTRICAL & ENERGY CODE PERMITS

Kraft Code Services is also the Borough's electrical inspector. Calls for inspections should be made a minimum of 24 hours in advance.

ULTIMATE RESPONSIBILITY

All applicants are hereby notified that, they and/or their contractor(s) and their registered professional architect(s) and/or engineer(s) are Ultimately Responsible for assuring that ALL applicable Sections of the applicable 2006 International Building Plumbing, Mechanical, Electrical, Energy, and Fire Codes are complied with for ANY and ALL structures which are constructed.

By signing below, I confirm that I have read the above SINKING SPRING BOROUGH PERMIT INSTRUCTIONS, and that I will comply with the requirements therein.

\_\_\_\_\_ Date

\_\_\_\_\_  
Applicant's Name (Please print clearly)

\_\_\_\_\_

Applicant's Signature

Note: Anyone signing in lieu of property owner must present written authorization from property owner.

\*This sheet must be submitted to Borough with Zoning Permit Application.

# REQUIRED BUILDING INSPECTIONS

ADDRESS \_\_\_\_\_ Phone # \_\_\_\_\_

OWNER NAME \_\_\_\_\_

BUILDING PERMIT # \_\_\_\_\_

INSPECTION	DATE
Footing bearing capacity (if required)	
Footing	
Foundation wall (before pour)	
Foundation wall (Midpoint) (if CMU w/grouted cores)	
Foundation wall backfill	
Rough electrical	
Rough mechanical	
Building sewer	
Rough plumbing	
Rough framing	
Insulation	
Drywall	
Final plumbing	
Final electrical	
Final mechanical	
Occupancy	