

**LOWER HEIDELBERG TOWNSHIP
PROCEDURE FOR OBTAINING A FENCE PERMIT**

1. Fully complete the application for your fence permit making sure to date and sign it and return it to the Township Office. The applicant for a permit may be the homeowner or homeowner's agent. No fee is required to submit your application.
2. For residential applications, the Building Inspector has a 3 week period to review and approve or deny your permit application. For non-residential, 6 weeks is allotted. Make sure there are daytime and evening telephone numbers for the Building Inspector to reach you should there be any questions about your application. Most building permit applications are returned within 10 days of submission.
3. After the application has been reviewed and approved, you will receive a phone call telling you the permit fee and that the permit may be picked up at the Township Office. Checks should be made payable to Lower Heidelberg Township. The Township Office is typically open from 8:00 to 5:00 Monday through Friday. To verify that the Township Office is open you may call 610.678.3393.
4. If you have any questions concerning your application, please contact the Township's Engineering and Code Enforcement Office at 610.678.0818. If no one is available when you call, please leave a detailed message and your call will be returned as soon as possible.

PERMIT APPLICATION CHECKLIST:

The following information should be included with your permit application:

- Fully completed building permit application
- Plot plan showing all lot lines and dimensions from new structure to front, side & rear property lines
- Electrical permit (if necessary)
- Proof of contractor worker's compensation insurance or notarized exemption form

PLEASE NOTE: No construction can begin without paying for and receiving your approved building permit. Performing work without a permit will result in the doubling of all permit fees.

APPLICATION FOR FENCE PERMIT

Property Information

Location: _____

Owner: _____

Owner address: _____

Owner Phone #: _____

Contractor Information

Company Name: _____

Company Address: _____

Company Phone #: _____ Cell #: _____

Contact Person: _____

Specifications

Cost of improvement: _____

Fence Type: _____

Height: _____ Length: _____

Is the purpose of the fence to protect a swimming pool? Yes No

Is the purpose of the fence to provide a buffer or secure an area for industrial or commercial use? Yes No

Location on lot - Draw a plot plan showing boundary of property and location of improvements:

1. All existing buildings
2. Location of the new improvement showing the distance from all property lines and distance between any new structure and other structures
3. Streets (public/private)
4. Well, septic system; tank; drainfield
5. Location of any easement or right-of-way

I understand that if I give false information regarding this permit application that any permits issued based on this information will be invalid and Lower Heidelberg Township could initiate legal proceedings against me, which could result in my being fined or imprisoned, or in my fence being removed at my expense or any other legal remedy appropriate under the circumstances.

Applicant signature: _____ **Date:** _____

Name of applicant (please print): _____