

**LOWER HEIDELBERG TOWNSHIP  
PROCEDURE FOR OBTAINING A REPAIR / REPLACEMENT PERMIT**

1. Fully complete the application for your 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 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.

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**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.**

# REPAIR / REPLACEMENT PERMIT APPLICATION

## Property Information

Location: \_\_\_\_\_

Owner: \_\_\_\_\_

Owner address: \_\_\_\_\_

Owner Phone #: \_\_\_\_\_

## Contractor Information

Company Name: \_\_\_\_\_

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

Company Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_

Contact Person: \_\_\_\_\_

## Description of Work:

Cost of improvement: \_\_\_\_\_

Repair/Replace:

- |                                  |  |
|----------------------------------|--|
| <input type="checkbox"/> Siding  | <input type="checkbox"/> Roofing (not including trusses) |
| <input type="checkbox"/> Windows | <input type="checkbox"/> Other (describe below)          |

\_\_\_\_\_  
*Note: All work shall comply with the Pennsylvania Uniform Construction Code (UCC).*

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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 any other legal remedy appropriate under the circumstances.

**Applicant signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name of applicant (please print):** \_\_\_\_\_