



# City of Reading Commercial Building Permit

Date of application \_\_\_\_\_

Permit # \_\_\_\_\_

Owner: \_\_\_\_\_ Mailing address/ city \_\_\_\_\_  
 Home phone \_\_\_\_\_ Work phone \_\_\_\_\_ cell \_\_\_\_\_  
 Job site address \_\_\_\_\_

Building \_\_\_ Electric \_\_\_ Accessibility \_\_\_ Fire Alarm \_\_\_ Plumbing \_\_\_ Mechanical \_\_\_ Fire suppression \_\_\_ Occupancy \_\_\_  
 New construction \_\_\_ Additional Construction \_\_\_ Alteration/Structural/Egress Change \_\_\_ Repair/Renovation \_\_\_  
 Change of Use \_\_\_ Initial Certificate of Occupancy \_\_\_  
 Proposed use \_\_\_\_\_

**Type of Construction**

IA \_\_\_ IB \_\_\_ IIA \_\_\_ IIB \_\_\_ IIIA \_\_\_ IIIB \_\_\_ IV \_\_\_ VA \_\_\_ VB \_\_\_ Separate Mixed Use \_\_\_ Non-Separate Mixed Use \_\_\_

**PLEASE NOTE:**

- PLANS— 2 full sets of construction drawings, signed and sealed
- PLAN REVIEW FEES— paid at time of plan submission
- PERMIT FEES— Must be paid at time of Permit Issuance
- COMPLETENESS— Incomplete Plans will be returned in their entirety
- DRIVEWAYS— Permits for all road encroachments must be secured

**48 Hour notice required to schedule individual required inspections, for each Trade discipline**

Building 610-655-6122 Electric 610-655-6109 Plumbing 610-655-6312 Mechanical 610-655-6110

Cost of Construction/ Improvement (includes labor & material ) \_\_\_\_\_

Discipline	Name, address, city & phone	License #
Architect / Engineer		
General Contractor		
Excavation		
Concrete		
Carpentry		
Electrical		
Plumbing		
Sewer		
Mechanical		
Roofing		
Masonry		
Drywall / Lath		
Sprinkler		
Paving		
Fire Alarm		

Under penalty of intentional misrepresentation and /or perjury, I declare that I have examined and/or made this application and is true and correct to the best of my knowledge and belief. I agree to construct said improvement in compliance with all provisions of the ordinances of the City of Reading and applicable Building Codes. I realize that the information that I have stated here in, forms a basis for the issuance of the building permit herein applied for and approval of any plans in connection therewith shall not be construed to permit any construction upon said premises or use thereof in violation of any provision of the UCC therewith. Where no work has been started within 180 days after the issuance of a permit or when more than 180 days lapses between approval of required inspections, such permit shall be void. I hereby certify that I am the owner at this address or that , for the purpose of obtaining this approval, I am acting on behalf of the owner. All contract work on this project will be done by a contractor holding valid business privilege license and contractors license by the City of Reading.

Signature of owner/representative \_\_\_\_\_ Signature of contractor \_\_\_\_\_

**Do not use, department use only**

Building Inspector reviewed \_\_\_\_\_ Permit fees \$ \_\_\_\_\_  
 Check # \_\_\_\_\_ Money order \_\_\_\_\_ permit issued date \_\_\_\_\_ Zoning Approval \_\_\_\_\_  
 Project located in Historic district Yes \_\_\_ No \_\_\_ Historic District Approval \_\_\_\_\_ Date \_\_\_\_\_