



## **BOROUGH OF WEST READING CODE ENFORCEMENT DEPARTMENT**

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### **Residential Building and Zoning Permit Applications**

1. Review Period for Building Permit Application: Fifteen (15) business days in accordance with Act 45 Uniform Construction Code.
2. Review Period for Zoning Application: Sixty (60) calendar days in accordance with Borough Zoning Ordinance.

### **What to Do**

1. Plan Projects Accordingly – Take into consideration review time.
2. Do not start work before a permit has been issued.
3. Do not order nonrefundable items such as fences, sheds, decks, pools and similar accessory structures before a permit is issued.
4. Check to see if the proposed project will comply with the Borough Zoning Ordinance and Local Building Codes.
5. Submit all applications to the Borough of West Reading Code Department.

### **Where to Get Applications**

1. Permit applications are available in the Code Department.
2. Permit applications are available on the Borough's website: [www.westreadingborough.com](http://www.westreadingborough.com).
3. The Borough Code Department can mail, fax or email an application.

### **What Happens Next**

1. Once submitted, an application receives several reviews.
2. Zoning applications receive a zoning review where the Zoning Officer will check for the proper proposed placement of a structure, as well as setback distances to the property lines and other structures, size, height and all other applicable zoning regulations in accordance with the Borough of West Reading Zoning Ordinance.
3. The Zoning Officer will check final plans for any known easements or right-of-ways.
4. Building permit applications will receive a building code review. The reviewer will review the plans for compliance with the 2009 International Residential Code and other adopted codes, specifications and ordinances.
5. Building permit applications may also require a zoning review.
6. The reviewer will either issue or deny an application in the allotted time period.
7. The reviewer may request revisions if the applications are found not to meet building or zoning codes or if the application is incomplete or insufficient.
8. When the application is submitted to the Borough Code Department, it is stamped received. This date marks the beginning of the review period.
9. The Borough will contact the applicant when the permit is issued or denied.