



# BOROUGH OF WEST READING

## CODE ENFORCEMENT DEPARTMENT

500 Chestnut Street, West Reading PA 19611

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E-mail: [wrcodes@westreadingborough.org](mailto:wrcodes@westreadingborough.org)

### Application for Zoning Permit

<b>Property Address:</b> _____	
<b>Application Fee:</b> <input type="checkbox"/> Residential or New Business \$50 <input type="checkbox"/> Commercial \$100	
Name of Owner:  Phone No: Email:	Address:   
Name of Applicant (if other than owner):  Phone No: Email:	Address:   
<b>Application is hereby made for the following:</b>	
<input type="checkbox"/> New Business (include sketch of interior space on page 2) <b>Business Name:</b>	<input type="checkbox"/> Shed (include sketch of entire property on page 2, existing & proposed)
<input type="checkbox"/> Detached Garage (include sketch of entire property on page 2, existing & proposed)	<input type="checkbox"/> Deck <input type="checkbox"/> Patio <input type="checkbox"/> Porch <input type="checkbox"/> Balcony (include sketch of entire property on page 2, existing & proposed)
<input type="checkbox"/> Change of Use:	
<input type="checkbox"/> Fence (shall not be located within Borough or State road right-of-way's or clear sight triangles) (include sketch of entire property on page 2, existing & proposed)	
<input type="checkbox"/> Other Accessory Use (include sketch of entire property on page 2, existing & proposed) Describe Use:	
<b>DESCRIPTION OF WORK TO BE PERFORMED (or services offered for new business):</b>	
<b>Statement by Applicant, Owner and/or Owner's Agent:</b>	
I hereby certify that I am the OWNER or the AGENT of the OWNER, that I am authorized to make this application and that the information contained in this application is accurate to the best of my knowledge. Further, I/we agree to adhere to all applicable Borough of West Reading Ordinances and Regulations. I/we are also aware that a USE & OCCUPANCY PERMIT, issued by Borough of West Reading shall be required prior to use or occupancy of the building or structure. I/we understand that once the permit review process has begun, I am responsible for paying the cost of the permit, irrespective of whether I actually use the permit or not. I/we agree to be liable for all costs required to collect said fee(s).	
Signature of Applicant: _____ Date: _____	
Signature of Property Owner/Agent: _____ Date: _____	
<b>Approval/Denial:</b>	
<input type="checkbox"/> Application Approved*	
<input type="checkbox"/> Application Denied	
Reason(s) for Denial:	
Zoning Officer's Signature: _____ Date: _____	
*The Owner/Applicant is advised that deed restrictions or covenants may prohibit this activity. It is the Owner/Applicant's responsibility to review and comply with these restrictions. Approval of this permit application by the Zoning Officer does not relieve the Owner/Applicant from complying with these restrictions.	

**Sketch of Property Showing Location of Existing and/or Proposed Buildings and Structures**