



**Upper Dublin Township**

370 Commerce Drive  
 Fort Washington, PA 19034  
 Phone: 215-643-1600  
 www.upperdublin.net

**Building Permit Application**

**PLEASE PRINT OR TYPE ALL INFORMATION - IF NOT APPLICABLE, WRITE "N/A"  
 INCOMPLETE INFORMATION WILL DELAY PERMIT APPROVAL**

PERMIT #		APPLICATION DATE:	
<b>PROPERTY LOCATION</b>			
Address:			Zoning:
Subdivision & Lot #:		Parcel #54-00-	Block/Unit #
<b>PROPERTY OWNER / BUILDING MANAGEMENT COMPANY INFORMATION</b>			
Owner/Company:		Contact:	
Street Address:			
City:		State:	Zip:
Phone:	Cell:	Email:	
<b>LESSEE / TENANT INFORMATION</b>			
Company:		Contact:	
Street Address:			
City:		State:	Zip:
Phone:	Cell:	Email:	
<b>ARCHITECT / ENGINEER INFORMATION</b>			
Company:		Contact:	
Phone:	Cell:	Email:	
<b>CONTRACTOR INFORMATION</b>			
No Contractor - Homeowner will be performing all work - MUST SIGN CERTIFICATION ON PAGE 3			
Company:		Contact:	
Street Address:			
City:		State:	Zip:
Phone:	Cell:	Email:	
Contractor Registration Form Attached:		Already on File:	Will Provide:
Certificate of Insurance Attached:		Already on File:	Will Provide:

**PROPOSED WORK**

Copy of Contract/Scope of Work and (2) Sets of Plans Required  
 (Applicant may be required to provide additional documentation including, but not limited to, a plot plan, sketches, signed & sealed architectural / structural plans, specifications on materials, etc.)

**USE OF PROPERTY:** Residential Commercial

**COST OF CONSTRUCTION, include labor and materials (Fair Market Value):**

**TYPE OF WORK:**

New Building/Structure	Building Addition	Alterations	Tenant Fit Out
Retaining Wall over 4'	Deck	Wall Sign	Pool
Utility Shed over 120 sq. ft.	Reroofing	Monument Sign	Finish Basement

Other (specify):

**DETAILED DESCRIPTION OF WORK, include location/area, type of work, etc. (copy of contract/scope of work required):**

	Location/Area	Total Sq. Ft.
	1st Floor	
	2nd Floor	
	3rd Floor	
	Attic	
	Basement	
	Garage	
	Deck	
	Utility Shed	
	Other	
	Other	
	<b>TOTAL</b>	

**PERMIT FEES**

Permit Fee		Additional fees may be required for consultant fees.  Additional permit applications may be required including, but not limited to: Electrical, Plumbing, Mechanical & Fuel Gas (HVAC), Grading, Sewer, Highway Opening, Fire Protection, Zoning, and Occupancy.
Permit Fee		
Permit Fee		
Plan Review Fee		
Occupancy Fee		
Accessibility Fee		
Open Space Fee		
UCC Fee		
<b>TOTAL</b>		

**APPLICANT INFORMATION & CERTIFICATION**

**HOMEOWNER CERTIFICATION:** *As the Property Owner, I will be performing all work and accepting full responsibility for all inspections and workmanship.*

**Signature:**

I hereby certify that the drawing accompanying this permit application is an accurate representation of the record dimensions of my property and that no part of the improvements will encroach on public or private property including legal rights-of-way and/or recorded easements. I further certify that the new installation will not be placed in a location that will pond water on the land of an uphill neighbor or divert runoff to another location. If any part of the improvements are found to encroach on public property, including legal rights-of-way and/or recorded easements, the Township reserves the right to require its removal at owner's sole cost and expense, including all costs of enforcement such as Township administrative costs and expenses, court costs and attorney's fees; or, to remove the improvement itself, to charge owner for all costs associated with its removal, including Township administrative costs and expenses, and to lien the property for all such costs incurred.

I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent. I also certify that all information on this application is correct and will be completed in accordance with the approved construction documents and PA Act 45 (Uniform Construction Code) and any additional approved building code requirements adopted by Upper Dublin Township.

**Finally, I understand that an application for a Building Permit and payment of the permit fee does not constitute issuance of a permit and permission to start the job. No work may start until the permit application has been reviewed, approved, and processed, and the Building Permit is issued. Any work commencing prior to permit issuance is subject to Late Fees per Township Code Section 73-10. The Late Fee shall be paid in addition to the required permit fee and shall be paid in an amount equal to the required permit fee up to a maximum of \$1,000.**

Applicant's Name: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**OFFICE USE ONLY - PERMIT REVIEW & APPROVAL**

**FLOODPLAIN**

Is the site located within an identified flood hazard area?    No            Yes

Will any portion of the flood hazard area be developed?    No            Yes            Lowest Floor Level: \_\_\_\_\_

**HISTORIC RESOURCE**

Is the site a Historic Resource?    No            Yes            If yes, Class I            Class II

**PLAN REVIEW RECORD**

Plan Review Required	Inspector's Signature	Date Approved	Notes
ZONING			
BUILDING			
FIRE			



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# PERMIT REQUIREMENTS ACKNOWLEDGEMENT

PROPERTY LOCATION: \_\_\_\_\_

Permit Application(s) for the above-referenced property have been submitted to Upper Dublin Township. Upon submission, I hereby acknowledge and agree to the following:

- This is a **SUBMISSION** of a Permit Application and **NOT** a Permit
- **NO WORK**, including demolition, will commence until the Permit Application has been reviewed, approved, and processed and the **PERMIT** has been received
- Any work commencing prior to permit issuance will be issued a **NOTICE OF VIOLATION** and a **STOP WORK ORDER**.
- Any work commencing prior to permit issuance will result in **LATE FEES** being charged.
- A **PRE-DEMO** as well as **POST-DEMO** Inspection (if applicable) will be performed prior to any permits being issued for construction.
- **ONCE THE PERMIT HAS BEEN ISSUED**, the Permit **MUST BE KEPT ON SITE** at all times.
- A copy of the **APPROVED** set of Plans **MUST BE KEPT ON SITE** at all times.
- Inspections require **AT LEAST** 24 hours' notice. For job flow, inspections should be scheduled several days in advance.
- All inspections indicated on the Building Inspection Checklist are required, as well as any additional inspections called for by the Building Inspector on site.
- Please call 215-643-1600 x3205, 3305, 3405, or 3505 for inspections.
- Any **CHANGES FROM THE APPROVED PLANS MUST BE AUTHORIZED** by the Code Enforcement Department. Approval of the revised plans is subject to the same review process as the original plans. An additional fee may be charged depending on the extent of the variation from the original plans.
- All work must conform to the IBC / IRC which has been adopted by Upper Dublin Township under the Pennsylvania Uniform Construction Code administered and enforced by Upper Dublin Township Section 73-6, A.

As the Contractor, Property Owner and/or the Property Owner's Representative, I agree to the above conditions of the permit as well as any additional notations made on the approved plans.

If the above requirements are not adhered to, a **STOP WORK ORDER** will be issued until the job is brought into compliance.

\_\_\_\_\_  
Printed Name & Position

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



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# PERMIT APPLICATION GUIDELINES

**\*\*This is only a guide – Additional information, applications, submittals, etc. may be required**

PROPERTY LOCATION: \_\_\_\_\_

PERMIT APP	REQUIRED FOR, INCLUDING BUT NOT LIMITED TO, THE FOLLOWING:	ATT'D
Demolition	Interior Demo of walls, cabinets, bathrooms, kitchens, etc.; Partial Exterior related to additions, etc., Full Demo of Structure	
Building	Kitchens, bathrooms, basements, drywall, interior & exterior alterations, reroofing, decks, redecking, sheds over 121 SF, signs, footings for steps, retaining walls over 4'; Copy of Contract & 2 Sets of Plans Required (may need to be signed & sealed by PA Architect/Engineer)	
Electrical	New or Alterations to electric, upgrades to kitchens, bathrooms, basements, etc., Copy of Contract & (2) sets of Electrical Underwriter-Approved plans required – PLAN REVIEW NOT REQUIRED FOR SERVICE UPGRADE ONLY	
Plumbing	Replacement and/or new fixtures for kitchens, bathrooms, etc. (isometric drawing required for new fixtures), water heaters (specs required), garbage disposals, New, Replacement, or Repair to Water Service Lines	
Mechanical & Fuel Gas	Replacement & New HVAC equipment (specs & install instructions req'd), Gas Lines for Fireplaces, Inserts, Barbecues, etc. – NEW: gas line diagram, PECO form, electric app; COMMERCIAL: (2) S&S plans by PA Architect/Engineer	
Sewer Lateral Inspection	New, replacement or repairs to sewer lateral, material submittals req'd. Special requirements for Grinder Pumps. New: Need copy of Bucks County Water & Sewer Connection Permit	
Grading	Any time dirt/concrete is being moved, repaired or replaced – additions, patios, driveways, walkways, retaining walls, etc. – Contact Public Works Department for further guidelines	
Zoning	Fences, sheds UNDER 120 sq. ft., PODS placed on property 15 days or over	
Building & Impervious Coverage	Form must be completed any time anything is being added or changed on the outside of the property, including, but not limited to patios, decks, sheds, walkways, etc.	
Plot Plan	Any time anything is being added or changed on the outside of the property, including, but not limited to, fences, decks, gazebos, sheds, additions, etc.	
Contractor Registration	Completed by all Contractors, notarized if they do not have workers compensation insurance, and returned along with a Certificate of Insurance with Upper Dublin Township as a Certificate Holder	
Certificate of Occupancy	Residential additions, conversions, major interior renovations, commercial renovations & tenant fit outs, new commercial tenants, Residential home occupations	
Fire Protection	Installation or modifications to sprinklers, fire suppression, fire alarms, tank install/removal, etc. (2) sets of plans required	
Highway Opening (HOP)	Sidewalks, curbs, aprons, PODS in the street, dumpsters in the street, or any work in the Right of Way	

- Permit Applications can be found at [www.upperdublin.net](http://www.upperdublin.net), Departments, Code Enforcement, Permit Applications & Forms
- After **ALL FULLY COMPLETED** applications & information has been submitted, it takes approximately 15 business days for residential and 30 business days for commercial to review, approve, and process permit applications.
- All Fees for permit applications are required at time of submission. Additional fees may be required for plan review. No work may begin until permits have been issued or Late Fees apply.
- A Pre-Demo Inspection will be performed prior to issuance of Demo Permit. A Final Demo Inspection is required prior to issuance of any additional Building Permit Applications.