



Upper Dublin Township  
370 Commerce Drive  
Fort Washington, PA 19034  
(215) 643-1600 ext. 8070  
www.upperdublin.net)

## PERMIT SUBMISSION GUIDE

### DETACHED GARAGE

1. Building Permit Application - \$350 for first 1,500 sq. ft., \$150 for each additional 500 sq. ft. or fraction thereof + \$100 for plan review + \$4.50 UCC fee
2. Electrical Permit Application - \$25 / \$1,000 of cost of construction or fraction thereof + \$4.50 UCC fee
3. Grading Permit Application - Under 400 sq. ft.: \$200; Over 400 sq. ft.: \$380
4. If over 400 sq. ft, Seepage Bed or Rain Garden is required:
  - a. Over 400 sq. ft.: Show seepage bed on plot plan
  - b. Over 700 sq. ft.: Signed & Sealed Plan required by PA Architect or Engineer
5. (2) sets of 2' x 3' PA Architect / Engineering Signed and Sealed Plans
6. (2) sets of electrical underwriter-approved plans showing all electric in the garage as well as to the garage
7. Building & Impervious Coverage Form
8. Plot Plan noting location and all setbacks
9. Copies of all Signed Contracts and Scopes of Work
10. Contractor Registration – All contractors must be on file with Upper Dublin Township. A contractor registration form must be completed, notarized if workers compensation insurance is not carried, and returned along with a Certificate of Insurance showing general liability and workers compensation with Upper Dublin Township as a certificate holder
11. Certificate of Occupancy Application
12. If over 1,000 sq. ft., Fire Protection Permit Application is required for Sprinklers: \$75
13. See Section 255-29
  - All applications must be fully completed with email addresses for both the property owner, contractor, etc. and signed by the applicant – Incomplete or unsigned applications will not be accepted
  - Permit application fees are due upon submission of application
  - It takes approximately 15 business days for residential / 30 business days for commercial for permit applications to be reviewed, approved, and issued. No work may commence until permit has been issued or Late Fees will be charged per Code.

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All forms can be found on our website: [www.upperdublin.net](http://www.upperdublin.net)

Fees in effect as of the revision date

**PLEASE NOTE THAT THIS IS ONLY A GUIDE –  
ADDITIONAL FORMS, DOCUMENTS, SPECIFICATIONS, FEES, ETC. MAY BE REQUIRED**