



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

PERMIT SUBMISSION GUIDE

EXTERIOR & SITE LIGHTING

1. Building Permit Application – For any new light(s) around buildings, in parking lots, etc., including poles and bases (not required for lighting attached to building)
 2. PA Architect's/Engineer's signed and sealed plans noting, including but not limited to, location, materials, concrete, etc.
 3. Electrical Permit Application
 4. PA Architect's/Engineer's signed and sealed electrical plans approved by the Electrical Underwriter noting, including but not limited to, all underground and/or overhead wiring, connections, lumens, etc. Note: Electrical Underwriter who approves the plans must also perform the inspections
 5. Cut Sheets for all proposed lighting
 6. Grading Permit Application may be required based on the extent of the project
 7. Contractor Registration Forms and Certificates of Insurance
 8. Copies of all Signed Contracts and Scopes of Work for all Contractors
 9. PDF/Digital copy of all plan submissions
 10. Permit Application Fees will be determined upon receipt of the above
 11. Note: Additional fees will be charged for third-party plan review, as well as review by Upper Dublin Township's lighting consultant
- All applications must be fully completed with email addresses for both the property owner, contractor, engineer, etc. and signed by the applicant – **Incomplete or unsigned applications will not be accepted**
 - Permit Fees are due upon submission of application
 - It takes approximately 15 business days for residential / 30 business days for commercial permit applications to be reviewed and, if approved, issued. No work may commence until permit has been issued or Late Fees will be charged per Code.

All forms can be found on our website: 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**