



**Upper Dublin Township
Code Enforcement Department**
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Fort Washington, PA 19034
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PERMIT SUBMISSION GUIDE

SPAS & HOT TUBS

1. Building Permit Application: \$25/\$1,000 of cost of construction or fraction thereof + \$4.50 UCC fee
2. Electrical Permit Application: \$25/\$1,000 of cost of construction or fraction thereof + \$4.50 UCC fee
3. Certificate of Occupancy Application: \$80
4. Grading Permit Application for installation of new slab
5. Building & Impervious Coverage Form
6. (2) sets of electrical plans approved by the electrical inspection agency
7. Homeowner Association Approval, if applicable
8. Specifications and manufacturer's installation instructions for hot tub
9. Copy of plot plan showing placement and all setbacks
10. Specifications must be provided for, including but not limited to, the Cover and Locking System, Alarm, Gate, Barrier, etc.
11. Copy of contractor's signed contract noting the scope of work, all costs of construction, etc.
12. Zoning Permit Application, if new fence is required
13. Contractor Registration Form for any contractors not on file with Upper Dublin Township: Form must be completed, notarized if contractor does not carry workers compensation insurance and returned along with a Certificate of Insurance showing general liability and workers compensation with Upper Dublin Township as a certificate holder
14. Permit application fees will be invoiced after receipt of the application but must be paid before any review commences.

REQUIREMENTS

- Gate and Alarms requirements must comply with 2018 International Swimming Pool and Spa Code Section 305
- Barrier/Fence requirements must comply with the Upper Dublin Township Code Section 218-4
- 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
- It takes approximately 15 business days for residential 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.

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