



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

PERMIT SUBMISSION GUIDE

ADDITIONS - RESIDENTIAL

- **Demolition Permit Application** with (2) sets of demolition plans
- **Building Permit Application** with (2) sets of PA Architect/Engineer signed and sealed plans, with square footage of each individual floor noted. Square Footage of any Interior Alterations must also be noted.
- **Electrical Permit Application** with (2) sets of plans which have been reviewed and stamped by third party electrical inspection agency
- **Plumbing Permit Application** if any new plumbing is being added or altered with isometric/riser diagram
- **Mechanical & Fuel Gas Permit Application** if a new or replacement system is being installed – manufacturer's specifications and installation instructions are required as well as a ductwork plan, gas line diagram and PECO Increase in Service Form if natural gas
- **Sewer Inspection Permit Application** if any new sewer connection is proposed
- **Grading Permit Application** including plan, specifications, structural, and/or material listing to include addition, walkways, patios, etc. that are proposed
- **Building & Impervious Coverage Form**: See form for instructions
- **Plot Plan**: Indicate placement of addition setbacks
- **Seepage Bed or Rain Garden Requirements**:
 - * Over 400 sq. ft. of **new** impervious: seepage bed/rain garden calculations must be drawn on plot plan.
 - * Over 700 sq. ft. of **new** impervious: seepage bed/rain garden calculations must be sealed by engineer/ architect
- **Fire Protection Systems Permit Application** for sprinklers (if applicable)
- **Homeowner Association Approval** (if applicable)
- **Certificate of Occupancy Application for Residential Use**
- **Copies of all Signed Contracts and Scopes of Work**
- **Contractor Registration**: If any contractor is not on file with Upper Dublin Township, then a Contractor Registration Form must be completed, signed (and notarized, if applicable), and returned along with a Certificate of Insurance showing your general liability and workers compensation with Upper Dublin Township as an additional insured. No fee is required.

Note: NO WORK may commence until permit has been issued. A Pre-Demo Inspection is required as well as a Final Demo Inspection. After all Demolition has been completed, the permits for construction will be issued.

- 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 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**