



UPPER DUBLIN
TOWNSHIP
CODE ENFORCEMENT

Upper Dublin Township
Code Enforcement Department
370 Commerce Drive
Fort Washington, PA 19034
Phone: (215) 643-1600 x8070
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Website: www.upperdublin.net

PERMIT SUBMISSION GUIDE

RESIDENTIAL INTERIOR ALTERATIONS

Interior Alterations are renovations to an area of a residential building that does not include removing any exterior walls or adding any additional area to the house. Work includes, but is not limited to, kitchens, bathrooms, finished basements and attics, garages, conversions, etc. **Note: separate permit application packages need to be submitted if the following, including but not limited to, apply: simple kitchen or bathroom (see below), separate areas are being altered at different times; converting non-habitable space to habitable and altering other areas (i.e., converting garage to family room and renovating kitchen); any additions, reroofing, porticos, decks, entry porches and/or roofs, etc. Please do not hesitate to contact staff at 215-643-1600 x8070 to discuss if you have any questions in regard to if a separate permit application package is required.**

1. Demolition Permit Application
2. Building Permit Application
3. Electrical Permit Application
4. Plumbing Permit Application (if applicable)
5. Mechanical Permit Application (if applicable)
6. Certificate of Occupancy Application is required for conversions, finished basements, finished attics, etc.
7. Fire Protection Application for sprinklers (if applicable)
8. Contractor Registration Form for all contractors with the required Certificate of Insurance with Upper Dublin Township as a certificate holder noting general liability and workers compensation insurance (note: if workers compensation insurance is not carried, then the Contractor Registration Form must be notarized)
9. Copies of all contractor's signed contracts noting the scope of work, cost of construction, etc.
10. 5-6 photos of the area(s) being altered
11. A digital* (.pdf) or (2) sets of detailed plans noting all work to be done, including but not limited to, demolition and construction – Depending on the scope of the job and/or the quality of the plans submitted, the plans may need to be signed and sealed by a PA-registered design professional.
12. A digital* (.pdf) or (2) sets of electrical plans noting all work to be done. Plans must first be reviewed and approved by the electrical inspection agency who will also be required to perform the electrical inspections
13. A digital* (.pdf) or (2) plumbing riser diagrams (if applicable)
14. A digital* (.pdf) or (2) ductwork plans (if adding new ductwork)
15. Manufacturer's specifications and installation instruction for any new and/or replacement water heaters, heating/air conditioning units, etc. If new units, electric for the connection of the units must be shown on the electrical plans
16. Pre-demo inspection is required prior to issuance of the Demo Permit and a Final Demo Inspection is required prior to issuance of the permits for construction

Residential Kitchen or Bathroom (Single Room Only – Simple Replacement) – Alterations to a kitchen or bathroom when cabinets and countertops are being replaced in exact location as existing and no walls are being altered, removed, or added, and all plumbing fixtures remain in same location

1. Building Permit Application
2. Electrical Permit Application

RESIDENTIAL INTERIOR ALTERATIONS – CONTINUED:

3. Plumbing Permit Application
4. Contractor Registration Form for all contractors with the required Certificate of Insurance with Upper Dublin Township as a certificate holder noting general liability and workers compensation insurance (note: if workers compensation insurance is not carried, then the Contractor Registration Form must be notarized)
5. Copies of all contractor's signed contracts noting the scope of work, cost of construction, etc.
6. 5-6 photos of the area
7. A digital* (.pdf) or (2) sets of detailed plans showing layout
8. A digital* (.pdf) or (2) sets of electrical plans approved by the electrical inspection agency who will also be required to perform the electrical inspection to bring electrical up to code. If room is already up to code, an Electrical Permit Application is required for a safety check to verify same.
9. Site inspection is required prior to issuance of the permits
 - a) All applications can be found on the website at www.upperdublin.net > Government > Departments > Code Enforcement > Residential Building Permits > Residential Documents > Residential Permit Applications
 - b) All applications must be fully completed with email addresses for the property owner, contractor, engineer, etc. and signed by the applicant. **Incomplete or unsigned applications will not be accepted**
 - c) Permit application fees will be invoiced after receipt of all paperwork but must be paid prior to commencement of the plan review
 - d) After Zoning approval, 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.
 - e) **If plans are submitted digitally (.pdf), the plans, once approved, will be printed and the cost of same invoiced**

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