



**UPPER DUBLIN**  
TOWNSHIP  
CODE ENFORCEMENT

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

### NEW SINGLE-FAMILY DWELLING

1. **Digital/PDF of all PA Architect/Engineer's signed and sealed plans**, including but not limited to demolition, architectural, structural, electrical (approved by the electrical inspection agency), plumbing, mechanical, water and sewer connections, site, etc. – If a digital plan review is performed, then the reviewed and approved plan set will be printed and the cost of same invoiced. In the alternative, (2) hard copies of all plans can be submitted, however, any changes required must be submitted via (2) additional full sets of revised plans. Any revisions required must be clouded, with a new revision date and number, and submitted along with a revision narrative noting all changes. Full code summary must be provided on the coversheet to include the construction code and the square footage of each individual floor and garage
2. **Building Permit Application**
3. **Demolition Permit Application** if existing structure is to be demolished
4. **PA Architect/Engineer Signed & Sealed Topographic Plan** showing full details including but not limited to:
  - a. Property's legal boundaries with the following:
    - i. The locations and dimensions of all existing and proposed buildings, structures, and hardscape surfaces
    - ii. Legal and ultimate right-of-ways
    - iii. Easements
    - iv. Identifications of all applicable zoning code requirements, especially anything related to the use and dimensional requirements for single family dwellings.
  - b. Sewer & water Lines
  - c. Seepage bed or rain garden
  - d. Erosion and sediment controls
5. **Electrical Permit Application** with (2) sets of plans which have been reviewed and approved by electrical inspection agency
6. **Plumbing Permit Application** with copy of approval for water service from water authority or approval from Montgomery County Office of Public Health for well
7. **Mechanical & Fuel Gas Permit Application** with specifications on units
8. **Sewer Inspection Permit Application** with copy of Bucks County Water & Sewer Authority's permit
9. **Residential Certificate of Occupancy Application**
10. **Fire Protection Systems Permit Application** for sprinklers
11. **Grading Permit Application**
12. **Highway Opening Permit Application**
13. **Building & Impervious Coverage Form**

14. **If Property has On-Lot Sewage System** – Submit copy of Montgomery County’s Office of Public Health Permit
15. **Contractor Registration Form:** All contractors must complete a Contractor Registration Form and supply a Certificate of Insurance with Upper Dublin Township as the certificate holder. Please note if contractor does not carry workers’ compensation insurance, the registration form must be notarized.
16. **Copies of all contractor’s signed contracts noting the scope of work, all costs of construction, etc.**
17. **Permit Application Fees:** Permit application fees are due at the time of application. Once all paperwork has been submitted, the permit fees will be calculated and invoiced. Additional fees will be invoiced separately for, including but not limited to, plan review, structural plan review, special inspection monitoring, printing of digitally-reviewed plans, structural inspections, etc.
  - Once all permit fees, applications (with the exception of fire protection), paperwork, plans, etc. have been submitted properly and completely, the application will be placed for zoning review (if applicable). Once the zoning review has been completed, it takes approximately 15 business days for the plan review.
  - All applications must be fully completed with email addresses for the property owner, contractor, etc. and signed by the applicant; incomplete or unsigned applications will not be accepted
  - A pre-demo inspection will be required if existing structure is to be demolished
  - All forms can be found on our website at: <https://www.upperdublin.net/government/departments/code-enforcement/residential-building-permits>

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