



Upper Dublin Township
Code Enforcement Department
Phone: (215) 643-1600 x8070
Email: permits@upperdublin.net
Website: www.upperdublin.net

PERMIT SUBMISSION GUIDE

CELL TOWERS & ANTENNAS

Site Modifications, Equipment Upgrades and/or Tower Structural Modifications:

1. **Digital submission of PA-registered Design Professional's signed and sealed plans**, including but not limited to Demolition, Architectural, Structural, Electrical approved by the electrical inspection agency who will also be required to perform all inspections), Structural Report, Site, etc. – A digital plan review is performed. Once the plans have been reviewed and approved, the approved plan set will be printed and the cost of same invoiced. Any plan revisions required must be clouded, with a new revision date and number, and submitted along with a revision narrative noting all changes.
2. **Building Permit Application**
3. **Electrical Permit Application**
4. **Commercial Certificate of Occupancy Application**
5. **Copies of all Signed Approvals for the work to be completed:** Approvals must be given by, including but not limited to, Property Owner and Tower Owner. Such approvals must include the contact information for the approver including phone and email addresses
6. **Special Inspection & Observations Statement:** If any special inspections are required for, including but not limited to, welding, anchoring, concrete, etc., the Statement must be completed and submitted along with the required paperwork above. Upper Dublin Township will be required to monitor special inspections.
7. **Copies of all Contractor's Signed Contracts & Scopes of Work** noting all work, costs (including labor and materials), etc.
8. **Contractor Registration Form:** All contractors must be on file with Upper Dublin Township. A Contractor Registration Form must be completed, notarized if they do 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. No fee is required.
9. **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.
10. **Note:** Once permits are issued, construction must start within 6 months and inspections must be scheduled and performed. Any and all permits issued for the tower must be finalized, all inspection fees paid, and the Certificate of Occupancy issued prior to any further permits being issued.

PLEASE NOTE THAT THIS IS ONLY A GUIDE –

ADDITIONAL FORMS, DOCUMENTS, SPECIFICATIONS, FEES, ETC. MAY BE REQUIRED



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Generators (new or replacement):

1. **Digital submission of PA-registered Design Professional's signed and sealed plans**, including but not limited to Demolition, Architectural, Structural, Electrical (approved by the electrical inspection agency who will also be required to perform all inspections), Mechanical, Site, etc. – A digital plan review is performed. Once the plans have been reviewed and approved, the approved plan set will be printed and the cost of same invoiced. Any plan revisions required must be clouded, with a new revision date and number, and submitted along with a revision narrative noting all changes.
2. **Building Permit Application** required if adding or modifying slab
3. **Electrical Permit Application**
4. **Mechanical Permit Application**
5. **Manufacturer's Specifications and Installation Instructions** for generator
6. **Special Inspection & Observations Statement**: If any special inspections are required for, including but not limited to, concrete, etc., the Statement must be completed and submitted along with the required paperwork above. Upper Dublin Township will be required to monitor special inspections.
7. **Copies of all Contractor's Signed Contracts & Scopes of Work** noting all work, costs (including labor and materials), etc.
8. **Contractor Registration Form**: All contractors must be on file with Upper Dublin Township. A Contractor Registration Form must be completed, notarized if they do 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. No fee is required.
9. **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.
 - All applications must be fully completed with email addresses for the property owner/building management company, contractor, etc. and signed by the applicant – Incomplete or unsigned applications will not be accepted
 - All forms can be found on our website, www.upperdublin.net, or the following link: [Commercial Building Permits | Upper Dublin, PA](#)
 - Once Zoning has been approved, it takes approximately 30 business days for non-residential 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.
 - **Digitally submitted plans, once approved, will be printed and the cost of same invoiced**
 - AS-BUILT PLAN SUBMISSION IS REQUIRED AT THE END OF THE PROJECT

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