



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

PERMIT SUBMISSION GUIDE

NON-RESIDENTIAL ALTERATIONS & TENANT FIT OUTS

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 underwriter), Plumbing, 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. **Submittals**: Provide all required submittals for review and/or provide a list of all deferred submittals required
3. **Demolition Permit Application**: A Certified Asbestos Contractor must thoroughly inspect the property/project area for asbestos-containing material (ACM) prior to any renovation or demolition. This report must be submitted along with the other paperwork regardless of the result. If remediation is required in addition to the demolition for the project, this must be noted on the application. If a separate contractor will be doing the remediation scope of work, separate demo permit applications should be submitted.
4. **Building Permit Application**
5. **Electrical Permit Application**: Note: the electrical underwriter who reviews and approves the plans will also be required to perform the inspections once permits are issued
6. **Electrical Permit Application** required for all low-voltage electric for cabling, security, etc. along with PA Architect/Engineer's signed and sealed plans approved by the electrical underwriter
7. **Plumbing Permit Application**
8. **Mechanical & Fuel Gas Permit Application** specifications and installation instructions on the units, kitchen hoods, etc. must be submitted along with the architects/engineer's plans noted above
9. **Copies of all Contractor's Signed Contracts & Scopes of Work** noting all work, costs (including labor and materials), etc.
10. **Fire Protection Permit Application** for Sprinklers, Fire Suppression, and/or Fire Alarm: Contact Fire Marshal at 215-643-1600 ext. 3923
11. **Certificate of Use & Occupancy Permit Application – Commercial**
12. **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.
13. **Montgomery County Office of Public Health Plan Approval** (if applicable)
14. **Special Inspections & Observations Statement** required if any work requiring special inspections, structural review, etc. is proposed (if applicable)
15. **Grading Permit Application** with two sets of plans if you are making any changes to the exterior, including patios and walkways (PLEASE NOTE THAT THIS MAY NEED TO GO THROUGH LAND DEVELOPMENT. Contact the Township Engineer at 215-643-1600 x3372)

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



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16. Any proposed **Exterior Signage** (wall or monument, etc.) requires separate permit applications to be submitted (see Non-residential Sign Guide)
17. Any proposed **Exterior Lighting** (parking lot, building, etc.) requires a separate electrical permit application to be submitted and reviewed for conformance with all Township ordinances
18. **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 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.
 - A 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.
 - AS-BUILT PLAN SUBMISSION IS REQUIRED AT THE END OF THE PROJECT

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