



Upper Dublin Township
(215) 643-1600 (phone)
www.upperdublin.net

PERMIT SUBMISSION GUIDE

NEW COMMERCIAL BUILDING

- **Demolition Permit Application** with two sets of PA Architect/Engineer's signed and sealed plans
- **Building Permit Application** with two sets of PA Architect/Engineer's signed and sealed plans
- **Electrical Permit Application** with two sets of PA Architect/Engineer's signed and sealed plans which have been reviewed and approved by the Electrical Underwriter (Note: Underwriter who reviews and approves the plans will also be required to perform the inspections once permits are issued)
- **Plumbing Permit Application** with two sets of two sets of PA Architect/Engineer's signed and sealed plans
- **Mechanical & Fuel Gas Permit Application** with two sets of PA Architect/Engineer's signed and sealed plans as well as the specifications and installation instructions on the units
- **Site Plan** – PA Architect/Engineer's signed and sealed plans required
- **DIGITAL/PDF** of all signed and sealed plans, submittals, etc.
- **Copies of all Contractor's Signed Contracts & Scopes of Work**
- **Fire Protection Permit Application** for Sprinklers, Fire Alarm, Fire Suppression: Contact Fire Marshal at 215-643-1600 ext. 3923
- **Sewer Lateral Permit Application** for new connection to Building, along with Bucks County Water & Sewer Approval (if applicable)
- **Certificate of Use & Occupancy Permit Application - Commercial**
- **Contractor Registration:** Contractor Registration Form must be completed, notarized if the contractor does not carry worker's compensation insurance, and returned along with a Certificate of Insurance showing general liability and workers compensation insurance with Upper Dublin Township as a certificate holder. No fee is required.
- **Montgomery County Office of Public Health's Approval** (if applicable) for Food Service
- **Grading Permit Application** with (2) sets of PA Architect/Engineer's signed & sealed plans (PLEASE NOTE THAT THIS MAY NEED TO GO THROUGH LAND DEVELOPMENT)
- **Generator to be Installed:** Mechanical & Electrical Permit Applications required
- **Exterior & Site Lighting:** Electrical Permit Application required with (2) sets of PA Architect/Engineer's signed and sealed plans approved by the electrical underwriter and cut sheets for lights
- **Grease Trap Submittals** (if applicable)
- **Highway Opening Permit Application** (if applicable)
- **Building Permit Application** with (2) sets of PA Architect/Engineer's signed and sealed plans for Signage (both Wall and Monument)
- **Statement of Special Inspections Agreement**
- **Building Permit Application & Electrical Permit Application** for Temporary Trailers, Job Boxes, etc. and Temporary Electric with submittals, including, but not limited to, plot plan, specifications, electrical underwriter-approved plans, anchoring information.
- **Copy of PA L&I Applications for Elevators and/or Boilers**

- **Zoning Permit Application** for any fencing (if applicable)

Please note that it takes approximately (30) business days to review and approve any permit applications once all information has been properly submitted. No work may commence until the permit applications have been reviewed, approved, processed, and issued. Any work started PRIOR to permit issuance, will result in Late Fees being charged.

Fillable forms can be found on our website, www.UpperDublin.net, Departments, Code Enforcement, Permit Applications & Forms

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