



Upper Dublin Township
370 Commerce Drive
Fort Washington, PA 19034
(215) 643-1600 (phone)
(215) 643-8845 (fax)
www.upperdublin.net

PERMIT SUBMISSION GUIDE

FINISHED BASEMENTS & ATTICS

- **Building Permit Application** with (2) sets of plans (\$375 for first 1,500 sq. ft., \$100 for each additional 500 sq. ft. + \$4.50 UCC fee)
- Plans must note use of each room, noting if to be used as bedroom, etc. and square footage of each room.
- **Electrical Permit Application** with (2) sets of electrical underwriter approved plans (\$25/\$1,000 of cost of construction or fraction thereof + \$4.50 UCC fee)
- **Plumbing Permit Application** if applicable with riser diagram
- **Certificate of Occupancy Application**: \$80
- If adding Egress: Building Permit Application with (2) sets of plans (\$25/\$1,000 of cost of construction or fraction thereof + \$4.50 UCC fee)
- **Mechanical Permit Application** if applicable with specs on unit, gas line diagram, PECO form.
- **Fire Protection Permit Application** if house is sprinklered
- **Copy of all Contracts & Scopes of Work**
- **Contractor Registration/Workers Compensation Form** if contractor is not on file with Upper Dublin Township. Form must be submitted along with a Certificate of Insurance showing general liability and workers compensation with Upper Dublin Township as a certificate holder. If contractor does not carry workers compensation insurance, the form must be notarized.

IF BASEMENT EGRESS IS NOT INSTALLED OR PRE-EXISTING, THEN BASEMENT MAY NOT BE USED AS A BEDROOM / SLEEPING ROOM PER SECTION R310.6 WHICH STATES “NEW SLEEPING ROOMS CREATED IN AN EXISTING BASEMENT SHALL BE PROVIDED WITH EMERGENCY ESCAPE AND RESCUE OPENINGS IN ACCORDANCE WITH SECTION R310.1.”

The Code Enforcement Department's Counter Hours are from Monday – Friday, 7:30 am – 3 pm

All forms can be found on our website, www.upperdublin.net, Code Enforcement, Permit Applications and Form

Fees in effect as of the revision date

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

Revised 1/28/2020