



Upper Dublin Township
370 Commerce Drive
Fort Washington, PA 19034
215-643-1600 (phone)
215-643-8843 (fax)
www.upperdublin.net

PERMIT APPLICATION GUIDE

GAS FIREPLACE INSERTS

1. **ELECTRICAL PERMIT APPLICATION** with electrical plan approved by an electrical underwriter (\$25 / \$1,000 of cost or fraction thereof + \$4.50 UCC fee) – NOTE: IF ONLY ONE OUTLET IS BEING INSTALLED – PLAN REVIEW IS NOT REQUIRED
2. **HVAC PERMIT APPLICATION** with the above information for gas line supply (\$25 / \$1,000 of cost or fraction thereof + \$4.50 UCC fee)
3. **GAS LINE DIAGRAM** showing the length, size, and type of pipe coming from gas meter to the insert
4. A copy of **PECO'S APPLICATION FOR NATURAL GAS SERVICE** and proof that it has been submitted to PECO (example: fax confirmation, copy of email, etc.)
5. **MANUFACTURER'S SPECIFICATIONS AND INSTALLATION INSTRUCTIONS**
6. **WORKER'S COMPENSATION FORM** completed with tax identification number and PA Home Improvement Contractor number, notarized if no worker's compensation, and a Certificate of Insurance with Upper Dublin Township as a certificate holder showing general liability and workers compensation
7. Copy of **CONTRACT AND/OR RECEIPT** for the gas insert showing labor and material cost

NOTE: IF PROPANE - #1, #5, #6, AND #7 APPLY

The Code Enforcement Department is open from Monday – Thursday, 7:30 am – 3 pm and Friday, 7:30 am – 12 pm.

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

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