



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

PERMIT SUBMISSION GUIDE

HOT TUBS

1. **Building Permit Application:** \$25/\$1,000 of cost of construction or fraction thereof + \$4.50 UCC fee
2. **Electrical Permit Application:** \$25/\$1,000 of cost of construction or fraction thereof + \$4.50 UCC fee
3. **Certificate of Occupancy Application:** \$80
4. **Grading Permit Application** for installation of NEW slab: \$150
5. **Building & Impervious Coverage Form**
6. **(2) sets of Electrical Underwriter-Approved plans**
7. **Specifications and Manufacturer's Installation Instructions** for hot tub
8. **Copy of Plot Plan** showing placement and all setbacks
9. **Specifications** must be provided, if applicable, for including but not limited to, the Cover and Locking System, Alarm, Gate, Barrier, etc.
10. **Copy of Signed Contract/Scope of Work**
11. **Zoning Permit Application**, if new fence is required
12. **Contractor Registration Form** for any contractors not on file with Upper Dublin Township: Form must be completed, notarized if contractor does 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.

REQUIREMENTS:

- Gate and Alarms requirements must comply with 2015 International Swimming Pool and Spa Code Section 305
- Barrier/Fence requirements must comply with the Upper Dublin Township Code Section 218-4
- All applications must be fully completed with email addresses for both the property owner, contractor, etc. and signed by the applicant – Incomplete or unsigned applications will not be accepted
- Permit Fees are due upon submission of application
- It takes approximately 15 business days for residential 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.

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**