



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

Patio Permit Application Guidelines

- **Grading Permit Application:** Include plan, specifications, structural, and/or material listing. Permit Fee: \$150 for New or Extension; \$100 for Replacement. Note on Application:
 - Size of patio
 - Type of patio (paver, concrete, etc.)
 - Any steps, railings, sitting walls, footings, landings and steps from house/building, etc. (depict on plan)
 - Any items being incorporated on the patio (gas grill, fire pit, cook stations, etc.) (depict on plan)
 - If it will be converted to room in the future
 - If there will be a roof over the patio
 - Whether dirt will be removed or will remain
- **Building & Impervious Coverage Form:** See form for instructions.
- **Plot Plan:** Indicate placement of patio and setbacks (please see Building & Impervious Coverage Form for information on obtaining a plot plan)
- **Seepage Bed or Rain Garden Requirements:**
 - * Over 400 sq. ft. of **new** impervious: seepage bed/rain garden calculations must be drawn on plot plan.
 - * Over 700 sq. ft. of **new** impervious: seepage bed/rain garden calculations must be sealed by engineer/architect
- **Building Permit Application:** Required if there will be steps, handrails/guards, the patio will be converted in the future to a room and footings will be installed, any structures being built on patio (cook stations, etc.), or if there is a roof over patio (will be checked for setbacks and zoning): Fee to be determined.
- **HVAC Permit Application:** Required if any gas lines will be run. Include PECO Form, gas line diagram showing size, length, and type of pipe, manufacturer's specifications and installation instructions.
- **Electrical Permit Application:** Required if any electric will be run. Include electrical plan approved by electrical underwriter and copy of contract.
- **Contractor Registration Form:** If any contractor is not on file with the Township, then a Contractor Registration Form/Workers Compensation Form must be completed, signed (and notarized, if applicable), and returned along with a Certificate of Insurance showing your general liability and workers compensation with Upper Dublin Township named as an additional insured. No fee is required.

The Code Enforcement Department Counter Hours are 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, Code Enforcement Department, 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.**