



Upper Dublin Township
Code Enforcement Department
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PERMIT SUBMISSION GUIDE

RETAINING WALLS

1. **Grading Permit Application**
 2. **Building Permit Application**: Required if any part of the wall is over 4' in height
 3. **Building Permit Application**: Required for guards/fall protection if any part of the wall is over 30"
 4. **Plan/drawing** showing the improvement area(s), drawn to scale, with details or specifications for the proposed improvements
 5. **5-6 photos of the work area**
 6. **Copy of plot plan showing location/placement**
 7. **Copy of signed contract** noting the scope of work including estimated cost of construction, specifications, material listing, etc.
 8. **Signed and sealed plans** by a PA registered Engineer are required if over 4' in height
 9. **Contractor Registration Form**: All contractors must be on file with Upper Dublin Township. A Contractor Registration Form must be completed, notarized if they do 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. No fee is required.
 10. **Building Permit Application**: Required for any new light(s) around buildings, in parking lots, etc., including poles and bases (not required for lighting located/attached to building)
 11. **Electrical Permit Application**: Required for electric in regard to new electric wiring, lights, etc.
 12. **Electrical plans** approved by the electrical underwriter for any electric being run
 13. **Permit Application Fees**: Permit application fees are due at the time of application. Once all paperwork has been submitted, the permit fees will be calculated and invoiced. Additional fees will be invoiced separately for, including but not limited to, plan review, structural plan review, special inspection monitoring, printing of digitally-reviewed plans, structural inspections, etc.
- All applications must be fully completed with email addresses for the property owner/building management company, contractor, etc. and signed by the applicant – Incomplete or unsigned applications will not be accepted
 - All forms can be found on our website, www.upperdublin.net, Code Enforcement, Permit Applications and Forms.
 - Once Zoning has been approved, it takes approximately 15 business days for residential or 30 business days for commercial 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.

THIS IS ONLY A GUIDE –
ADDITIONAL FORMS, DOCUMENTS, SPECIFICATIONS, FEES, ETC. MAY BE REQUIRED