



Upper Dublin Township
Code Enforcement Department
370 Commerce Drive
Fort Washington, PA 19034
Phone: (215) 643-1600 x8070
Email: permits@upperdublin.net
Website: www.upperdublin.net

PERMIT SUBMISSION GUIDE

ROOFTOP SOLAR PANELS

1. Building Permit Application
 2. Electrical Permit Application
 3. A digital/PDF or (2) sets of PA-registered Structural Engineer's signed and sealed plans
 4. A digital/PDF or (2) copies of PA-registered Structural Engineer's signed and sealed letter on the structural integrity of the roof and that it can hold load of panels
 5. A digital/PDF or (2) sets of PA-registered Architect/Engineer's signed and sealed electrical plans reviewed and approved by the electrical inspection agency
 6. Contractor Registration Form: A Contractor Registration Form must be completed, notarized if workers compensation insurance is not applicable, and returned along with a Certificate of Insurance with Upper Dublin Township listed as a certificate holder.
 7. Copy of the signed contract noting the scope of work and all costs of construction (including labor and materials)
 8. Permit application fees (per Upper Dublin Township's Schedule of Fees) will be invoiced after receipt of all paperwork but must be paid prior to commencement of the plan review
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- All applications can be found on the website at www.upperdublin.net > Government > Departments > Code Enforcement > Residential Building Permits > Residential Documents > Residential Permit Applications
 - All applications must be fully completed with email addresses for the property owner, contractor, engineer, etc. and signed by the applicant. **Incomplete or unsigned applications will not be accepted**
 - Permit application fees will be invoiced after receipt of all paperwork but must be paid prior to commencement of the plan review
 - It takes approximately 15 business days for residential and 30 business days for non-residential permit applications to be reviewed and, if approved, issued. No work may commence until permit has been issued or late fees will be charged per Code.
 - **If plans are submitted digitally (.pdf), the plans, once approved, will be printed and the cost of same invoiced.**

PLEASE NOTE THAT THIS IS ONLY A GUIDE –

ADDITIONAL FORMS, DOCUMENTS, SPECIFICATIONS, FEES, ETC. MAY BE REQUIRED