



Upper Dublin Township  
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www.upperdublin.net

## PERMIT SUBMISSION GUIDE

### IN-GROUND SWIMMING POOL

- **Building Permit Application** with two sets of PA Architect/Engineer's signed and sealed plans (\$25/\$1000 of cost or fraction thereof + \$4.50 UCC fee)
- **Electrical Permit Application** with two sets of Electrical Underwriter approved plans (\$25/\$1000 of cost or fraction thereof + \$4.50 UCC fee)
- **Grading Permit Application** with two sets of PA Architect/Engineer's topographic plans showing setbacks and seepage bed/rain garden calculations and proposed fence (\$275 + \$80 inspection fee)
- **Building & Impervious Coverage Form**
- **Zoning Permit Application** for fence (fence must be shown on plans) (\$50) – at least 4' minimum
- **Mechanical & Fuel Gas Permit Application** if pool is to be heated with PECO form, gas line diagram and specs on the heater (\$25/\$1000 of cost or fraction thereof + \$4.50 UCC fee)
- **Residential Certificate of Occupancy Application** (\$80)
- **Workers Compensation Form and Certificate of Insurance for all Contractors:** Form must be completed, signed and 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 an additional insured.
- **Swimming Pool Escrow** will be collected after all plans are approved: 20% of the cost of construction
- **Copies of all Signed Contracts and Scopes of Work**

All forms can be found on our website, [www.upperdublin.net](http://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**

Revised 3/26/2021