



Upper Dublin Township
Code Enforcement Department
Phone: (215) 643-1600 x8070
Email: permits@upperdublin.net
Website: www.upperdublin.net

PERMIT SUBMISSION GUIDE

NON-RESIDENTIAL SIGNS

1. **Digital/PDF of all PA Architect/Engineer's signed and sealed plans**, showing all dimensions, connections, attachments, footings, etc., as well as all electric to the sign (including underground) if an illuminated sign is proposed. Electrical plans must be approved by the electrical underwriter. Once the plans have been reviewed and approved, the approved plan set will be printed and the cost of same invoiced. Any plan revisions required must be clouded, with a new revision date and number, and submitted along with a revision narrative noting all changes
2. **Standalone/Monument Sign:** Site plan showing placement and setbacks is required
3. **If sign is existing and replacing sign face only and not the structure:** Need PA Engineer's signed and sealed report on the existing sign's structural integrity
4. **Building Permit Application:** Note that a requirement of the final inspection will be that the PA Architect/Engineer who prepares the signed and sealed plan will also be required to submit a signed and sealed letter that the installation of the sign confirms to the plan which was approved by Upper Dublin Township.
5. **Electrical Permit Application:** Please note that the electrical underwriter who reviews and approves the plans will also be required to perform the inspections once permits are issued
6. **Copies of all Contractor's Signed Contracts & Scopes of Work** noting all work, costs (including labor and materials), etc.
7. **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.
8. **Any proposed Exterior Lighting** (parking lot, building, etc.) requires a separate electrical permit application to be submitted and reviewed for conformance with all Township ordinances
9. **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 or the following link: [Commercial Building Permits | Upper Dublin, PA](#)
 - Once Zoning has been approved, it takes approximately 30 business days 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.

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