



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

PERMIT SUBMISSION GUIDE

DEMOLITION/RAZING OF STRUCTURE

1. **NON-RESIDENTIAL BUILDING: INSPECTION BY THE FIRE MARSHAL AND BUILDING INSPECTOR REQUIRED PRIOR TO APPLICATION FOR DEMOLITION**
2. **Historic Property:** If property is historic, application will be forwarded to the Historic Preservation Commission for review: Contact the Zoning Officer if you have questions
3. **Demolition Permit Application for ACM** (asbestos containing material)
4. **Demolition Permit Application** for the demo of the structure
5. **Color photos** of existing building 3 ½" x 5" or larger
6. **Inspection Report from a Certified Asbestos Contractor** on the property if non-residential. Note: Residential properties (unless part of an installation) are not required but it is recommended. If ACM removal is required, a separate Demolition Permit Application should be submitted prior to the application for razing the building and all disposal manifests must be submitted to Upper Dublin Township prior to issuance of the demo permit for the structure
7. **Letter of disconnect** for all utilities that are present at the property including public sewer, public water, electric, gas, well, or septic system
8. **Extermination report**
9. **Fire Protection Permit Application** required for removal of any including but not limited to above or underground tanks, fire suppression system, etc.
10. **Highway Opening Permit Application** (HOP) if a dumpster is to be placed in the street
11. **Digital submission of PA-registered Design Professional's signed and sealed plans** for non-residential properties
12. **Copy of plot plan** for all properties indicating placement for any items left in the ground for future use
13. **Copies of all Contractor's signed contracts** noting the scope of work, all costs of demolition, including labor and materials, etc.
14. **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.
15. **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.

PLEASE NOTE THAT THIS IS ONLY A GUIDE –

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



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- 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](#)
- Permit application fees will be invoiced after receipt of all paperwork but must be paid prior to commencement of the plan review
- Once Zoning has been approved, it takes approximately 15 business days for residential or 30 business days for non-residential 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.
- **Digitally submitted plans, once approved, will be printed and the cost of same invoiced**

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