



Upper Dublin Township

370 Commerce Drive
 Fort Washington, PA 19034
 215-643-1600 ext. 8070
 www.upperdublin.net

Building Permit Application

**PLEASE PRINT OR TYPE ALL INFORMATION - IF NOT APPLICABLE, WRITE "N/A"
 INCOMPLETE INFORMATION WILL DELAY PERMIT APPROVAL**

PERMIT #		APPLICATION DATE:	
PROPERTY LOCATION			
Address:			Zoning:
Subdivision & Lot #:		Parcel #54-00-	Block/Unit #
PROPERTY OWNER / BUILDING MANAGEMENT COMPANY INFORMATION			
Owner/Company:		Contact:	
Street Address:			
City:		State:	Zip:
Phone:	Cell:	Email:	
LESSEE / TENANT INFORMATION			
Company:		Contact:	
Street Address:			
City:		State:	Zip:
Phone:	Cell:	Email:	
ARCHITECT / ENGINEER INFORMATION			
Company:		Contact:	
Phone:	Cell:	Email:	
CONTRACTOR INFORMATION			
No Contractor - Homeowner will be performing all work - MUST SIGN CERTIFICATION ON PAGE 3			
Company:		Contact:	
Street Address:			
City:		State:	Zip:
Phone:	Cell:	Email:	
Contractor Registration Form Attached:		Already on File:	Will Provide:
Certificate of Insurance Attached:		Already on File:	Will Provide:

PROPOSED WORK

Copy of Contract/Scope of Work and (2) Sets of Plans Required

(Applicant may be required to provide additional documentation including, but not limited to, a plot plan, sketches, signed & sealed architectural / structural plans, specifications on materials, etc.)

USE OF PROPERTY: Residential Commercial

COST OF CONSTRUCTION, include labor and materials (Fair Market Value): _____

TYPE OF WORK:

New Building/Structure	Building Addition	Alterations	Tenant Fit Out
Retaining Wall over 4'	Deck	Wall Sign	Pool
Utility Shed over 120 sq. ft.	Reroofing	Monument Sign	Finish Basement

Other (specify): _____

DETAILED DESCRIPTION OF WORK, include location/area, type of work, etc. (copy of contract/scope of work required):

	Location/Area	Total Sq. Ft.
	1st Floor	
	2nd Floor	
	3rd Floor	
	Attic	
	Basement	
	Garage	
	Deck	
	Utility Shed	
	Other	
	Other	
	TOTAL	

PERMIT FEES

Permit Fee		<p align="center">Additional fees may be required for consultant fees.</p> <p>Additional permit applications may be required including, but not limited to: Electrical, Plumbing, Mechanical & Fuel Gas (HVAC), Grading, Sewer, Highway Opening, Fire Protection, Zoning, and Occupancy.</p>
Permit Fee		
Permit Fee		
Plan Review Fee		
Occupancy Fee		
Accessibility Fee		
Open Space Fee		
UCC Fee		
TOTAL		

APPLICANT INFORMATION & CERTIFICATION

HOMEOWNER CERTIFICATION: *As the Property Owner, I will be performing all work and accepting full responsibility for all inspections and workmanship.*

Signature:

I hereby certify that the drawing accompanying this permit application is an accurate representation of the record dimensions of my property and that no part of the improvements will encroach on public or private property including legal rights-of-way and/or recorded easements. I further certify that the new installation will not be placed in a location that will pond water on the land of an uphill neighbor or divert runoff to another location. If any part of the improvements are found to encroach on public property, including legal rights-of-way and/or recorded easements, the Township reserves the right to require its removal at owner's sole cost and expense, including all costs of enforcement such as Township administrative costs and expenses, court costs and attorney's fees; or, to remove the improvement itself, to charge owner for all costs associated with its removal, including Township administrative costs and expenses, and to lien the property for all such costs incurred.

I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent. I also certify that all information on this application is correct and will be completed in accordance with the approved construction documents and PA Act 45 (Uniform Construction Code) and any additional approved building code requirements adopted by Upper Dublin Township.

Finally, I understand that an application for a Building Permit and payment of the permit fee does not constitute issuance of a permit and permission to start the job. No work may start until the permit application has been reviewed, approved, and processed, and the Building Permit is issued. Any work commencing prior to permit issuance is subject to Late Fees per Township Code Section 73-10. The Late Fee shall be paid in addition to the required permit fee and shall be paid in an amount equal to the required permit fee up to a maximum of \$1,000.

Applicant's Name: _____

Applicant's Signature: _____

Date: _____

OFFICE USE ONLY - PERMIT REVIEW & APPROVAL

FLOODPLAIN

Is the site located within an identified flood hazard area? No Yes

Will any portion of the flood hazard area be developed? No Yes Lowest Floor Level: _____

HISTORIC RESOURCE

Is the site a Historic Resource? No Yes If yes, Class I Class II

PLAN REVIEW RECORD

Plan Review Required	Inspector's Signature	Date Approved	Notes
ZONING			
BUILDING			
FIRE			



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PERMIT REQUIREMENTS ACKNOWLEDGEMENT

PROPERTY LOCATION: _____

Permit Application(s) for the above-referenced property have been submitted to Upper Dublin Township. Upon submission, I hereby acknowledge and agree to the following:

- This is a **SUBMISSION** of a Permit Application and **NOT** a Permit
- **NO WORK**, including demolition, will commence until the Permit Application has been reviewed, approved, and processed and the **PERMIT** has been received
- Any work commencing prior to permit issuance will be issued a **NOTICE OF VIOLATION** and a **STOP WORK ORDER**.
- Any work commencing prior to permit issuance will result in **LATE FEES** being charged.
- A **PRE-DEMO** as well as **POST-DEMO** Inspection (if applicable) will be performed prior to any permits being issued for construction.
- **ONCE THE PERMIT HAS BEEN ISSUED**, the Permit **MUST BE KEPT ON SITE** at all times.
- A copy of the **APPROVED** set of Plans **MUST BE KEPT ON SITE** at all times.
- Inspections require **AT LEAST** 24 hours' notice. For job flow, inspections should be scheduled several days in advance.
- All inspections indicated on the Building Inspection Checklist are required, as well as any additional inspections called for by the Building Inspector on site.
- Please call 215-643-1600 x3205, 3305, 3405, or 3505 for inspections.
- Any **CHANGES FROM THE APPROVED PLANS MUST BE AUTHORIZED** by the Code Enforcement Department. Approval of the revised plans is subject to the same review process as the original plans. An additional fee may be charged depending on the extent of the variation from the original plans.
- All work must conform to the IBC / IRC which has been adopted by Upper Dublin Township under the Pennsylvania Uniform Construction Code administered and enforced by Upper Dublin Township Section 73-6, A.

As the Contractor, Property Owner and/or the Property Owner's Representative, I agree to the above conditions of the permit as well as any additional notations made on the approved plans.

If the above requirements are not adhered to, a **STOP WORK ORDER** will be issued until the job is brought into compliance.

Printed Name & Position

Signature

Date



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PERMIT APPLICATION GUIDELINES

****This is only a guide – Additional information, applications, submittals, etc. may be required**

PROPERTY LOCATION: _____

PERMIT APP	REQUIRED FOR, INCLUDING BUT NOT LIMITED TO, THE FOLLOWING:	ATT'D
Demolition	Interior Demo of walls, cabinets, bathrooms, kitchens, etc.; Partial Exterior related to additions, etc., Full Demo of Structure	
Building	Kitchens, bathrooms, basements, drywall, interior & exterior alterations, reroofing, decks, redecking, sheds over 121 SF, signs, footings for steps, retaining walls over 4'; Copy of Contract & 2 Sets of Plans Required (may need to be signed & sealed by PA Architect/Engineer)	
Electrical	New or Alterations to electric, upgrades to kitchens, bathrooms, basements, etc., Copy of Contract & (2) sets of Electrical Underwriter-Approved plans required – PLAN REVIEW NOT REQUIRED FOR SERVICE UPGRADE ONLY	
Plumbing	Replacement and/or new fixtures for kitchens, bathrooms, etc. (isometric drawing required for new fixtures), water heaters (specs required), garbage disposals, New, Replacement, or Repair to Water Service Lines	
Mechanical & Fuel Gas	Replacement & New HVAC equipment (specs & install instructions req'd), Gas Lines for Fireplaces, Inserts, Barbecues, etc. – NEW: gas line diagram, PECO form, electric app; COMMERCIAL: (2) S&S plans by PA Architect/Engineer	
Sewer Lateral Inspection	New, replacement or repairs to sewer lateral, material submittals req'd. Special requirements for Grinder Pumps. New: Need copy of Bucks County Water & Sewer Connection Permit	
Grading	Any time dirt/concrete is being moved, repaired or replaced – additions, patios, driveways, walkways, retaining walls, etc. – Contact Public Works Department for further guidelines	
Zoning	Fences, sheds UNDER 120 sq. ft., PODS placed on property 15 days or over	
Building & Impervious Coverage	Form must be completed any time anything is being added or changed on the outside of the property, including, but not limited to patios, decks, sheds, walkways, etc.	
Plot Plan	Any time anything is being added or changed on the outside of the property, including, but not limited to, fences, decks, gazebos, sheds, additions, etc.	
Contractor Registration	Completed by all Contractors, notarized if they do not have workers compensation insurance, and returned along with a Certificate of Insurance with Upper Dublin Township as a Certificate Holder	
Certificate of Occupancy	Residential additions, conversions, major interior renovations, commercial renovations & tenant fit outs, new commercial tenants, Residential home occupations	
Fire Protection	Installation or modifications to sprinklers, fire suppression, fire alarms, tank install/removal, etc. (2) sets of plans required	
Highway Opening (HOP)	Sidewalks, curbs, aprons, PODS in the street, dumpsters in the street, or any work in the Right of Way	

- Permit Applications can be found at www.upperdublin.net, Departments, Code Enforcement, Permit Applications & Forms
- After **ALL FULLY COMPLETED** applications & information has been submitted, it takes approximately 15 business days for residential and 30 business days for commercial to review, approve, and process permit applications.
- All Fees for permit applications are required at time of submission. Additional fees may be required for plan review. No work may begin until permits have been issued or Late Fees apply.
- A Pre-Demo Inspection will be performed prior to issuance of Demo Permit. A Final Demo Inspection is required prior to issuance of any additional Building Permit Applications.



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Permit Price List

Per Chapter 110, Ordinance #21-1370 adopted June 15, 2021

\$4.50 UCC fee is added to each Building, Demolition, Electrical, Plumbing, HVAC/Mechanical, and Sewer Permit

NEW BUILDINGS	
+ electrical, plumbing, HVAC/mechanical, sewer, grading, fire, etc.	
Residential	
Single-Family Dwellings & Townhomes	\$400 first 1,500 sf + \$150 for each additional 500 sf or fraction thereof
Accessory Buildings, Detached Garages	\$350 first 1,500 sf + \$150 for each additional 500 sf or fraction thereof
+ Plan Review	\$100 for the first review, with a minimum \$50 in the event the permit is withdrawn \$50 for each resubmission \$100 fee for all plan resubmissions after the permit is issued
+ Accessibility Plan Review (if applicable)	\$50
Multi-Unit Structures - Apartments, Dormitories, Rooming Houses & Boarding Houses, Assisted Living Facilities & Building Accessory Thereto	
Multi-Unit Structures	\$200 per unit
+ Plan Review (in-house, when possible)	\$250 for first review, with a minimum of \$100 in the event the permit is withdrawn \$100 for each resubmission \$250 for all plan resubmissions after the permit is issued
+ Accessibility Plan Review (in-house, when possible)	\$100
Nonresidential – Commercial / Industrial / Institutional	
New Construction	\$400/1,000 sf or fraction thereof
+ Plan Review (in-house, when possible)	\$250 for first review, with a minimum of \$100 in the event the permit is withdrawn \$100 for each resubmission \$250 for all plan resubmissions after the permit is issued
+ Accessibility Plan Review (in-house, when possible)	\$100

ADDITIONS	
+ demolition, electrical, plumbing, HVAC/mechanical, sewer, grading, fire, etc. (if applicable)	
Residential	
Addition	\$500/500 sf or fraction thereof
+ Plan Review	\$100 for the first review, with a minimum \$50 in the event the permit is withdrawn \$50 for each resubmission \$100 fee for all plan resubmissions after the permit is issued
+ Accessibility Plan Review (if applicable)	\$50
Nonresidential	
Addition	\$425/1,000 sf or fraction thereof
+ Plan Review (in-house, when possible)	\$250 for first review, with a minimum of \$100 in the event the permit is withdrawn \$100 for each resubmission \$250 for all plan resubmissions after the permit is issued
+ Accessibility Plan Review (in-house, when possible)	\$100

ALTERATIONS

+ demolition, electric, plumbing, HVAC/mechanical, fire, etc. (if applicable)

Residential	
Alterations (Conversions, Finished Basements or Attics, Kitchens, Bathrooms, etc.)	\$375 for first 1,500 sf plus \$100 for each additional 500 sf or fraction thereof
+ Plan Review	\$100 for the first review, with a minimum \$50 in the event the permit is withdrawn
	\$50 for each resubmission
	\$100 fee for all plan resubmissions after the permit is issued
+ Accessibility Plan Review (if applicable)	\$50
Residential Kitchen or Bathroom (single room only – simple replacement)	
Alterations to a kitchen or bathroom when cabinets and countertops are being replaced in exact location as existing and no walls are being altered, removed, or added, and all plumbing fixtures remain in same location	\$200 for each area of renovation (plus electric and plumbing only)
Nonresidential	
Alterations (Tenant Fit Outs, Tenant Renovations, etc.)	\$850/1,000 sf or fraction thereof
+ Plan Review (in-house, when possible)	\$250 for first review, with a minimum of \$100 in the event the permit is withdrawn
	\$100 for each resubmission
	\$250 for all plan resubmissions after the permit is issued
+ Accessibility Plan Review (in house, when possible)	\$100

DEMOLITION

Residential	
Demolition/razing of residential building	\$400
Interior & partial exterior demolition	\$400
Any proposed interior demolition	\$100
Nonresidential	
Demolition/razing of a nonresidential building	\$100/\$1,000 of estimated cost or fraction thereof
Any proposed nonresidential interior demolition	\$100/\$1,000 of estimated cost or fraction thereof

MISCELLANEOUS (\$4.50 UCC fee to be added as noted)

Accessibility Plan Review	Residential: \$50 / Nonresidential: \$100
Alarms – Residential Home	\$25
Decks & Solar Panels	\$25/\$1,000 of cost of construction or fraction thereof + \$4.50 UCC fee
Display & Free-Standing Signs	\$25/\$1,000 of cost of construction or fraction thereof + \$4.50 UCC fee
Escrow for In-Ground Pools	20% of construction cost of pool
Expedited Plan Review (when possible)	A surcharge of 30% of the permit fee otherwise payable
Fences - New & Replacement	\$50
Miscellaneous – both residential & nonresidential	\$25/\$1,000 of cost of construction or fraction thereof + \$4.50 UCC fee
Occupancy Permit	Residential: \$80 / Nonresidential: \$100
Portable Storage Units (PODS)	\$25/unit
Reinspection	\$50
Renewal Permit	\$25 + \$4.50 UCC fee
Roadside Stands	\$25
Roofing/Reroofing	\$25 for first \$1,000 of cost of construction plus \$10 for each additional \$1,000 or fraction thereof + \$4.50 UCC fee
Sheds over 120 sf	\$25/\$1,000 of cost of construction or fraction thereof + \$4.50 UCC fee
Sheds under 120 sf	\$50
Swimming Pools & Retaining Walls (if the height of the wall at any point is greater than 4 ft.), Other Accessory Structures	\$25/\$1,000 of cost of construction or fraction thereof + \$4.50 UCC fee
Temporary Construction Trailers	\$50 each + \$4.50 UCC fee