



Upper Dublin Township

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 Fort Washington, PA 19034
 215-643-1600 (phone)
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 www.upperdublin.net

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:	REQ'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, Barbaques, 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.