



**Upper Dublin Township**

370 Commerce Drive  
Fort Washington, PA 19034  
Phone: 215-643-1600  
Fax: 215-643-8843  
www.upperdublin.net

**Mechanical & Fuel Gas Permit Application**  
(Formerly HVAC)

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

PERMIT APPLICATION #		APPLICATION DATE:	
<b>PROPERTY LOCATION</b>			
Address:			
<b>PROPERTY OWNER / BUILDING MANAGEMENT COMPANY</b>			
Owner/Company:		Contact:	
Street Address:			
City:		State:	Zip:
Phone:	Cell:	E-mail:	
<b>LESSEE / TENANT INFORMATION</b>			
Company:		Contact:	
Street Address:			
City:		State:	Zip:
Phone:	Cell:	E-mail:	
<b>CONTRACTOR INFORMATION</b>			
No Contractor - Homeowner will be performing all work - MUST SIGN CERTIFICATION ON PAGE 3			
Company:		Contact:	
Street Address:			
City:		State:	Zip:
Phone:	Cell:	E-mail:	
<b>CONTRACTOR REGISTRATION &amp; INSURANCE INFORMATION</b> (no permit will be issued until all information has been supplied)			
Contractor Registration Form Attached:		Already on File:	Will Provide:
Certificate of Insurance Attached:		Already on File:	Will Provide:



**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 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 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 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 AND APPROVAL**

Approved By:

Date:

Comments:



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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