



**Upper Dublin Township**  
**Code Enforcement Department**  
370 Commerce Drive  
Fort Washington, PA 19034  
Phone: (215) 643-1600 x8070  
Email: [permits@upperdublin.net](mailto:permits@upperdublin.net)  
Website: [www.upperdublin.net](http://www.upperdublin.net)

## PERMIT INSTRUCTIONS

1. The attached documents are the approved set of plans for your project.
2. Copies of the construction permit(s) must be posted and visible at the site at all times. The permit(s) must be visible from the street or entrance to the construction site.
3. Attached are the approved set of plans reviewed for permit(s) issuance. Copies of these stamped documents must be kept on site for inspection at all times.
4. Attached is the Building Inspection Checklist. All required inspections must be scheduled with Upper Dublin Township (“UDT”) at 215-643-1600 x8070
5. **Requests for inspections must be made at least 24-hours prior to the time requested.** For job flow, inspections should be scheduled several days in advance.
6. This permit is granted on the express condition that the said installation shall, in all respects, conform to the PA Uniform Construction Code and Ordinances of the Township.
7. UDT has the right to reject any work which has been concealed or completed without first having been inspected and approved by UDT in accordance with the requirements of the various codes
8. Any changes from the approved permit, scope of work, approved set of plans, etc. must be authorized by the Code Enforcement Department prior to implementation in the field. Approval of the revised plans is subject to the same review process as the original plans. Additional fees may be charged depending on the variation from the original plans.
9. Hours of Work: Per UDT Code Section 158-12.A.2, construction is allowed as follows:
  - a. 7:00 am – 9:00 pm: Monday through Friday
  - b. 8:00 am – 9:00 pm: Saturday, Sunday & Legal Holidays
  - c. **COMMERCIAL PROJECTS, RESIDENTIAL DEVELOPMENTS & NEW HOME CONSTRUCTION:** Any work proposed for Saturday, Sunday, or any Legal Holiday must be pre-authorized by the Director of Code Enforcement. Email request must be made by the Thursday at 12:00 pm prior to the weekend via email to [jfielder@upperdublin.net](mailto:jfielder@upperdublin.net)
10. If at any time an unapproved set of plans is found on the project or work has deviated from the approved set of plans/scope of work, a STOP WORK ORDER will be issued until the project has been brought into compliance
11. Any questions should be directed to UDT at 215-643-1600 x8070 or [permits@upperdublin.net](mailto:permits@upperdublin.net).