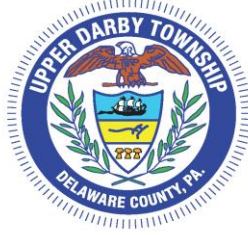


UPPER DARBY TOWNSHIP, PA
Department of Licenses & Inspections
100 Garrett Road
Upper Darby, PA 19082
Phone: 610-734-7613
Email: LI@UpperDarby.Org



For Office Use Only

Date Application Received: _____
Received By: _____
Fee Paid \$: _____ Receipt Number: _____
Is the Zoning Approval attached? ☐ Yes ☐ No

Permit Application

Please attach the signed customer contract with this application along with necessary supporting documents (plans, drawings, specifications, etc.). The permit fee will not be collected until your application has been approved. Permits will not be issued or released until the required fees have been paid. Contractors must obtain the necessary licensing with the Upper Darby Township prior to release of permit(s).

Residential permits may take up to 15 business days for approval and Commercial permits may take up to 30 days for approval.

ATTENTION: Zoning Department approval must be obtained prior to submitting your permit application. Zoning permit and approval is required when:

- ☐ There is a Commercial Change of Tenant and/or a Commercial Change of Use
- ☐ The repair, renovation, or construction of an addition, fence, deck, porch, shed, patio, driveway, pool, retaining wall, etc.

A signed copy of the Zoning Approval must be attached to this application at the time of submittal.

TYPE OF WORK

Please check the type of work proposed.

- | | |
|---|--|
| <input type="checkbox"/> New Construction | <input type="checkbox"/> Repair/Replace |
| <input type="checkbox"/> Tenant Fit-Out | <input type="checkbox"/> Addition |
| <input type="checkbox"/> Alteration | <input type="checkbox"/> Deck/Fence/Pool |
| <input type="checkbox"/> Renovation | <input type="checkbox"/> Roofing |
| <input type="checkbox"/> Other _____ | |

USE GROUP

Please check Residential or Commercial and the Use Group. Please see the Use Group Guide attached for assistance. Uses with an () must also have an occupancy condition identified.*

- | | |
|---|--|
| <input type="checkbox"/> Residential | <input type="checkbox"/> Commercial |
| <input type="checkbox"/> R-1 | <input type="checkbox"/> A-1 <input type="checkbox"/> A-5 <input type="checkbox"/> F-2 <input type="checkbox"/> H-4 <input type="checkbox"/> I-3* <input type="checkbox"/> S-2 |
| <input type="checkbox"/> R-2 | <input type="checkbox"/> A-2 <input type="checkbox"/> B <input type="checkbox"/> H-1 <input type="checkbox"/> H-5 <input type="checkbox"/> I-4 <input type="checkbox"/> U |
| <input type="checkbox"/> R-3 | <input type="checkbox"/> A-3 <input type="checkbox"/> E <input type="checkbox"/> H-2 <input type="checkbox"/> I-1* <input type="checkbox"/> M |
| <input type="checkbox"/> R-4* | <input type="checkbox"/> A-4 <input type="checkbox"/> F-1 <input type="checkbox"/> H-3 <input type="checkbox"/> I-2* <input type="checkbox"/> S-1 |

Condition: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Property Address: _____ **Floor / Suite #:** _____

Applicant's Information

Applicant's Name (Contact Person): _____

Company Name: _____

Applicant's Address: _____

Phone: _____ E-mail Address: _____

UDT Contractor License Number: _____ UDT Business Privilege License Number: _____

Property Owner Information

Property Owner's Name: _____

Property Owner's Mailing Address: _____

Phone: _____ E-Mail Address: _____

The information provided in this Application is true and correct to the best of my knowledge, information and belief and that these statements are made subject to the penalties of 18 Pa. C.S.A. Section 4904 relating to unsworn falsification to authorities. The undersigned is the owner of said structure or has been authorized by the owner(s) to act as agent in procuring the building permit herein requested. The undersigned also takes full responsibility for all work performed and will comply with all provisions of the PA UCC, Township Zoning Ordinance, and with all applicable ordinances of Upper Darby Township. I understand that this permit will become invalid unless the authorized construction work begins within 180 days after the permit's issuance or if the work permitted is suspended or abandoned for 180 days after the work has been commenced.

PERMIT MUST BE APPROVED, ISSUED, AND POSTED ON THE JOB SITE PRIOR TO BEGINNING WORK!

Printed Name of Applicant

Signature of Applicant

Date

Building Permit Section

Description of the proposed work to be performed: _____

Building Contractor Information

Contractor Name: _____ License #: _____
Contractor Address: _____
Contractor Daytime Phone: _____ Cell Phone: _____
Estimated Cost of Construction (Building Construction Only):
\$ _____

Office Use Only

Building Permit Application Reviewed By: _____ Date Approved: ____/____/____

Electrical Permit Section

Description of the proposed work to be performed: _____

****Total Re-wires MUST Have Plans Attached****

Application For:

- ☐ Electrical Service
- ☐ Temporary Electric
- ☐ Replacement of Equipment
- ☐ Total Re-wire

Service Information:

☐ New ☐ Existing ☐ Repair
Size of Service: _____ amps
Number of Meters: _____
Subpanels: _____

Number of Rough Wiring Outlets

Receptacles _____
Lighting _____
Switches _____
Electric Heat _____

Electrical Contractor Information

Contractor Name: _____ License #: _____
Contractor Address: _____
Contractor Daytime Phone: _____ Cell Phone: _____
Estimated Cost of Construction (Electrical Construction Only):
\$ _____

Office Use Only

Electrical Permit Application Reviewed By: _____ Date Approved: ____/____/____

Plumbing Permit Section

Description of the proposed work to be performed: _____

Lateral: Size: _____ ☐ New ☐ Replacement ☐ Sealing Street/Sidewalk Permit #: _____

Type of Fixtures and Number of each Installed:

____ Automatic Washer ____ Bathtub ____ Bidet ____ Combo Sink & Tray ____ Dental Unit ____ Dishwasher
____ Drinking Fountain ____ Floor Drain ____ Laundry Tray ____ Lavatory ____ Service Sink ____ Sink
____ Shower ____ Urinal ____ Water Closet ____ Water Heater ____ Other

Plumbing Contractor Information

Contractor Name: _____ License #: _____

Contractor Address: _____

Contractor Daytime Phone: _____ Cell Phone: _____

Estimated Cost of Construction (Plumbing Construction Only):

\$ _____

Office Use Only

Plumbing Permit Application Reviewed By: _____ Date Approved: ____/____/____

Mechanical Permit Section

Description of the proposed work to be performed: _____

Unit Location: ☐ Basement ☐ Attic ☐ Other _____

Type of Job: ☐ Heating ☐ Air Conditioning ☐ Ventilation ☐ Other _____

Application For: ☐ New Unit ☐ Replace Existing Unit ☐ New Fuel Type ☐ Other _____

Type of Unit: ☐ Oil ☐ Gas ☐ Electric ☐ Boiler ☐ Forced Air ☐ Steam ☐ Other _____

HVAC / Mechanical Contractor Information

Contractor Name: _____ License #: _____

Contractor Address: _____

Contractor Daytime Phone: _____ Cell Phone: _____

Estimated Cost of Construction (Mechanical Construction Only)

\$ _____

Office Use Only

Mechanical Permit Application Reviewed By: _____ Date Approved: ____/____/____

Roofing Permit Section

Description of the proposed work to be performed: _____

Roofing Contractor Information

Contractor Name: _____ License #: _____
Contractor Address: _____
Contractor Daytime Phone: _____ Cell Phone: _____
Estimated Cost of Construction (Roofing Construction Only):
\$ _____

Office Use Only

Roofing Permit Application Reviewed By: _____ Date Approved: ____/____/____

Fire Alarm / Fire Protection Permit Section

Application For: ☐ Fire Alarm ☐ Fire Protection ☐ Sprinkler System

Description of the proposed work to be performed: _____

Type of System: _____

Number of Fire Alarm Initiating Devices being Installed or Modified: _____

Local Alarm Notification or Off Site Alarm Monitoring: _____

Installation of Fire Pump: ☐ Yes ☐ No Standpipes: ☐ Yes ☐ No Fire System Lateral: ☐ Yes ☐ No

Number of Sprinkler Heads being Installed or Modified: _____

Number of Separate Range Hood Systems being Installed: _____

Fire Alarm / Fire Protection Contractor Information

Contractor Name: _____ License #: _____
Contractor Address: _____
Contractor Daytime Phone: _____ Cell Phone: _____
Estimated Cost of Construction (Fire Alarm / Fire Protection Construction Only):
\$ _____

Office Use Only

Fire Permit Application Reviewed By: _____ Date Approved: ____/____/____



UPPER DARBY TOWNSHIP, PA
Department of Licenses & Inspections
100 Garrett Road
Upper Darby, PA 19082
610-734-7613
LI@UpperDarby.Org



Permit Application Fee Schedule

The Department of Licenses & Inspections may require the applicant to provide a contract or other similar documentation to verify estimated project costs. **Fees shall be paid at the time of permit issuance.**

Separate permits shall be required for each structure located on a parcel.

Residential/Commercial Projects

Building, mechanical, electrical, plumbing, fire and energy permits shall be issued separately and each permit fee shall be based on the following fee scale calculation for the total project value as follows:

Construction Project Value	Graduated Fee Scale Amounts/Rates
Projects valued up to \$5,000	Minimum permit fee of \$179.50
\$5,001-\$100,000	\$20 per \$1000 or fraction thereof + minimum permit fee
\$100,001-\$5,000,000	\$15 per \$1000 or fraction thereof + minimum permit fee
\$5,000,001-\$10,000,000	\$10 per \$1000 or fraction thereof + minimum permit fee
\$10,000,001-\$50,000,000	\$5 per \$1000 or fraction thereof + minimum permit fee
\$50,000,001 and greater	\$2.50 per \$1000 or fraction thereof + minimum permit fee

Minor Residential/Commercial Projects (Under \$5,000 in Value)

Building, mechanical, electrical, plumbing, fire and energy permits for minor residential and commercial projects shall be issued separately and each permit fee shall be based on the following fee scale calculation:

The minimum fee for a permit shall be \$179.50 (\$150 Permit/Inspection Fee + \$25 Administrative Fee + \$4.50 State UCC Fee) for all permit applications.

DESCRIPTION	FEE
Administrative Fee (Non-Refundable)	\$25.00
Initial Application (included 1 inspection & 1 re-inspection)	\$150.00
PA State UCC Fee	\$4.50
Each Additional Inspections	\$75.00

Any person commencing work without first obtaining an approved permit from the Township shall be subject to a payment of double the permit fee described above.

For a full list of the Department of Licenses and Inspections permit fees, please visit, www.upperdarby.org.