



# UPPER DARBY TOWNSHIP

## DEPARTMENT OF LICENSES & INSPECTIONS

100 Garrett Road Room 109. Upper Darby, PA 19082 Phone: (610)734-7613

Email: li@upperdarby.org

### BUILDING PERMIT APPLICATION

Applicant to complete the applicable section below & items in sections: I, II, III, IV, V

#### Residential Submission Requirements

- Completed building permit application
- Contractor's license
- Cert of Insurance (Showing Worker's Comp cov)
- Site plan
- Floor plan
- Sectional details
- Permit fee
- 3 copies of construction documents

#### Commercial Submission Requirements

- Completed building permit application
- Contractor's license
- Cert of Insurance (Showing Worker's Comp cov)
- Site plan
- Floor plan
- Sectional details
- Professional Seal & Signature
- Permit fee
- 3 copies of construction documents

I. Address of Job:

#### II. Identification

Property Owner's Name:

Property Owner's Address:

Property Owner's Phone No.:

Property Owner's Email Address:

Contractor:

Contractor's Address:

Contractor's Phone No.:

Contractor's Email Address:

#### III. Type of Work

Classification of work:

Will any space be converted to bedrooms? YES / NO

Will any unfinished spaced be converted to habitable space? YES / NO

Will any residential kitchens or bathrooms be added? YES / NO

IV. Describe work to be performed.

COMPLETE NEXT PAGE



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V. Cost of Job & Fee Schedule			
Cost of Job	\$	This must not include electric, plumbing, HVAC, or fire protection systems.	
Residential Fee Schedule	\$40 application fee & \$40 for U&O	\$20 per K or fraction of.	
New Residential House	\$35 application fee & \$40 for U&O	\$25 per K up to \$50k, then \$15 per K or fraction of.	
Commercial Fee Schedule	\$50 application fee & \$70 for U&O	\$50 per K up to 100k, then \$30 per k or fraction	
PERMIT FEES WILL DOUBLE IF WORK BEGINS PRIOR TO ISSUANCE OF PERMIT.			
REVIEW PERIOD FOR RESIDENTIAL IS 15 BUSINESS DAYS COMMERCIAL 30.			
Permit Fee	\$	Check Number	

VI. Contact Person / Applicant			
Print Name		Date	
Signature		Phone #	
Email Address:			
Mailing Address:			

Areas below for Township use only.

Permit #		Inspector Assigned		Permit Officer	
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Folio #	16-	Zoning District	
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Zoning App		Approval Date	
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Director of Licenses & Inspection	Review Date