

BUILDING



PERMIT

Folio #	16-	Zoning District		Use #		Permit #	
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Completed application, plans, and payments may be sent to 100 Garrett Rd Room 109, Upper Darby, PA 19082 or emailed to LI@upperdarby.org and paid online at www.upperdarby.org/codepay

Residential Submission Requirements		Commercial Submission Requirements	
Site plan		Site plan	
Floor plan		Floor plan	
Sectional details		Sectional details	
Elevations		Elevations	
		Professional seal	

Please provide 3 copies of each requested construction document. Failure to submit any of the requested documents will result in a denial of your application. If you think that some of these documents are not required, please call us to confirm.

Address of Job Site			
Property owner		Phone #	
Contractor		Phone #	
Design professional		Phone #	

Type of work			
Classification of Work			

Will any spaces be converted to a bedroom?		
Will any bath or powder rooms be added?		
Will any unfinished spaces be converted to habitable space?		

Description of work:			

Cost of Job	Excluding cost of Plumbing, Electric, HVAC, Roofing, etc. as those are separate permits.		
Residential Fee Schedule	\$60 for the first \$1000 of job cost then \$20 per \$1K (or fraction of) and \$40 U&O		
New Residential House	\$60 Application fee then \$25 per \$1000 up to \$50000, then \$15 per \$1000 or fraction of + \$40 f		
Commercial Fee Schedule	\$50 application fee then \$50 per K up to 100K then \$30 per K or fraction +\$70 for U&O		

Permit fees will be doubled if work begins prior to issuance of permit.

REVIEW PERIOD FOR RESIDENTIAL PLANS IS 15 BUSINESS DAYS - COMMERCIAL PLANS ARE 30 BUSINESS DAYS

Contact Person/Applicant			
Signature		Date	
Print Name		Phone #	
E-Mail		Mailing Address	

Permit Fee		Use		Occ.		Total	
Zoning App		Approval Date					
						Inspector	
						Review Date	
Director, Department of Licenses & Inspection							