

**UPPER MERION TOWNSHIP**  
**Safety and Codes Enforcement Department**  
**Building Construction Regulations Enforcement Division**  
***Permit and Inspection Requirements***

*Our Purpose: To assure, through proper plans review and inspections, compliance with the applicable standards, adopted by the Board of Supervisors, which provide a reasonable degree of protection to the health, safety and welfare of our citizens and visitors .*

**PERMITS ARE REQUIRED AS FOLLOWS:**

- A. Construction:  
 All new construction, additions, alterations, roofing, siding, decks, replacement windows and demolitions in residential, commercial, and industrial facilities.  
 \*\*\*\*\* In commercial construction, ceilings, interior finishes and floor coverings may require permits. Contact the building official for verification.
- B. Fences, swimming pools, tennis courts, greenhouses, shelters for common household pets and storage sheds.
- C. Plumbing and sanitary sewer laterals
- D. Heating and Air-Conditioning -- new, expansion and replacement.
- E. Sprinkler & standpipe systems -- new, expansion, alterations and replacements
- F. Electrical—new, expansion, alterations, and replacements
- G. Tanks -- also needs PA DEP notification  
 All underground storage tank work must be done by DER approved installers with inspections conducted by DEP approved third-party inspectors
- H. Temporary Construction Trailers
- I. Signs, greater than 2 square feet -- permanent and temporary, except yard sales
- J. Road occupancy, road opening, replacement, addition to or, new construction of, curbs, sidewalks or driveway openings. This includes work done by utilities.
- K. Removal of shade trees in Township rights-of-way.
- L. Sanitary sewer connections
- M. Roofs
- N. Storm drainage, paving, curbing, sidewalks and driveways within rights-of way
- O. Pools
- P. Bridge and culverts
- Q. Retaining walls
- R. Satellite Dishes
- S. Earth disturbance

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**PLANS REVIEW**

Plans review takes approximately 14 days from submittal.

All appropriate applications, drawings, specifications and fees must be completed and received prior to the commencing the plans review process.

**CONTRACTOR REGISTRATION:**

All contractors, whether doing work which requires a permit or not, must register with the Township prior to commencing work.

**CONSTRUCTION TIMES:**

Any work done pursuant to this permit, or ancillary thereto, may proceed only between the hours of 0700 and 2100 hours, prevailing time. This shall include site work, approved under the subdivision or development plan, as well as building construction.

**EXCEPTIONS:**

1. Work which produces no more than the hearing threshold (3db above ambient) at the property line.
2. Work of an emergency nature.
3. On Saturdays and Sundays, such work may proceed only between the hours of 0800 and 2100 hours (8:00 a.m. and 9:00 p.m.), prevailing time.
4. Upon written approval of the Board of Supervisors, these times may be modified for specific jobs and specific locations.

**FEES**

- A. Permit fees  
Calculated utilizing current fee schedule.
- B. Sewer Access Rights fees  
A sewer-tapping fee in an amount to be calculated by the gallons per day generated by the use of the property, as per the fees schedule adopted by the Upper Merion Municipal Utility Authority
- C. Highway Capital Improvement fees  
An assessment, imposed by Ordinance 84-470, upon all new traffic generators determined by applying the unit improvement cost to the peak hour traffic generated by a project. Peak hour traffic rates are determined by the Institute of Transportation Engineers in "Trip Generation and Informational Report, 4th edition, 1984."  
To determine the fee for a specific use, the peak hour trip generation rate for the proposed use shall be multiplied by the unit improvement cost rate, as adopted by the Upper Merion Highway/Traffic Authority.



**INSPECTIONS**

Inspections shall be required, as follows:

**Footings**

Bearing soil, prior to pouring concrete

**Foundation**

Prior to pouring concrete and prior to backfilling

**Structural and/or rough framing-** Prior to plastering, drywall or ceiling work

**Plumbing** - Separate permit required

Outside: prior to backfill of underground sewer laterals

Inside: prior to enclosing piping in walls, floor slabs, floors, etc.

Final: upon completion of all work

In an individual disposal system

prior to placing drain tile, septic tank, or construction of leaching wells, etc.

after placing the material or system and prior to backfilling

**Mechanical** – Separate permit required

Inside: prior to enclosing pipes and ducts in walls/ceilings

Final: upon completion of all work

**Sprinkler** - Separate permit required

Prior to enclosing piping in walls, ceilings, etc.

**Electrical-** Separate permit required

Rough: conducted by approved 3rd party inspection agency

Prior to enclosing of any structural elements.

Final: conducted by approved 3rd party inspection agency

Upon completion of all work, must be completed prior to issuance of Use and Occupancy Permit.

\*\*Upon completion of each inspection, an inspection sticker to be placed on the electrical panel, with the approved agency the forwarding an inspection certification card to the Safety and Codes Enforcement Department.

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**APPROVED 3RD PARTY INSPECTION AGENCIES**

Middle Department Inspection Agency	215-244-1919
Atlantic Inland, Inc.	610-995-2791
Middle Atlantic Electrical Inspections	215-322-2626
Code Inspections, Inc.	215-672-9400
Municipal Inspections Corporation	215-673-4434
Commonwealth Code Inspection Services	717-664-2347 or 610-692-6762
American Inspection Agency	610-678-4336
Lancaster & Suburban Code Services	717-626-1278
All Safe Electrical Inspections	610-396-9620
Guardian Inspection Services	610-873-9646
Underwriter Inspection Services, Inc.	610-495-2803
M & M Electrical Inspections	610-258-2906
United Inspection Agency	215-542-9977
Penn State Inspection Agency	877-242-1300 or 302-292-2000

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**Use and Occupancy** - Separate Permit required

Upon completion of all required inspections, successful testing of all emergency systems and prior to occupying the space covered by the permit.

**MISCELLANEOUS INSPECTIONS**

Roof/Ice and Water Shield  
Storm drainage, paving, curbing, sidewalks or driveways  
Pool

Grading and earth removal specifications to be submitted with permit application.  
Pool area to be staked and setbacks verified prior to excavation.  
Pool inspections include:

- steel
- electrical
- fence
- final

Bridge and culverts  
footings  
pipe bedding  
headwall  
endwalls  
abutments  
decks

**INSPECTION REQUESTS**

The contractor or builder shall be responsible for requesting a required inspection. ***This request must be made at least 24 hours in advance.*** Inspections will be made as quickly as possible, but Safety and Code Enforcement cannot guarantee the time of inspection. To request an inspection, call **(610) 265-2606**.

**NON-COMPLIANCE**

The codes official, at his/her discretion, shall require that any construction performed without a permit or proper inspection, be removed, demolished, uncovered, exposed, etc, such that adequate inspections may be accomplished.

**DEVIATIONS FROM APPROVED DRAWINGS**

Additions or changes to approved plans may be accomplished by submitting revised drawings. These revisions will be duly processed and approved, if in accordance with Township codes. Additional fees may be levied for revisions.

**FOR FURTHER INFORMATION, CONTACT:**

Upper Merion Township  
Safety and Codes Enforcement Department  
175 W. Valley Forge Road  
King of Prussia, PA 19406  
610-265-2606  
[www.umtownship.org](http://www.umtownship.org)

John R. Waters, Director	610-205-8513
<a href="mailto:jwaers@umtownship.org">jwaers@umtownship.org</a>	
Francis A. McKernan, Chief Building Official	610-205-8514
<a href="mailto:fmckernan@umtownship.org">fmckernan@umtownship.org</a>	
Mark Zadroga, Building/Zoning Official	610-205-8511
<a href="mailto:mzadroga@umtownship.org">mzadroga@umtownship.org</a>	
Brian Sakal, Building Official	610-205-8509
<a href="mailto:bsakal@umtownship.org">bsakal@umtownship.org</a>	
Kenneth Myers, Building/Plumbing Official	610-205-8510
<a href="mailto:kmyers@umtownship.org">kmyers@umtownship.org</a>	
George J. Fielden, Jr., Deputy Fire Marshal	610-205-8512
<a href="mailto:gfielden@umtownship.org">gfielden@umtownship.org</a>	
Dave Gallagher, Fire Inspector	610-265-2608
<a href="mailto:dgallagher@umtownship.org">dgallagher@umtownship.org</a>	
Angela I. Haris, Health/Sanitary Official	610-205-8515
<a href="mailto:aharis@umtownship.org">aharis@umtownship.org</a>	
Wendy Logan, Permits Official	610-205-8508
<a href="mailto:wlogan@umtownship.org">wlogan@umtownship.org</a>	
Alberta Hamaday, Permits Clerk	610-205-8507
<a href="mailto:ahamaday@umtownship.org">ahamaday@umtownship.org</a>	

**Fax:**  
610-265-8467

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S:General Information/Codes Information Packet