

**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, patios, replacement windows and doors, 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

**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 Commercial and New Home Construction 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.

**Effective 07/01/04**, Upper Merion Township has accepted the Pennsylvania Uniform Construction Code (PA UCC) with amendments, which conforms with the 2009 International Building Code (IBC).

All plan review for Code compliance and accessibility will be performed by Upper Merion Township.

**UPPER MERION SAFETY AND CODES ENFORCEMENT DEPARTMENT APPROVALS**

A copy of the plans bearing the approval mark of the Upper Merion Township Safety and Codes Enforcement Department shall be available at the building site at all times during construction.

**PENNSYLVANIA DEPARTMENT OF ENVIRONMENTAL PROTECTION APPROVALS**

All earth moving activity shall be conducted in accordance with Pennsylvania Title 35, Rules and Regulations of the Pennsylvania Department of Environmental Protection, Chapter 102, Erosion Control.

Immediately upon receipt of a plan which would involve earthmoving activity which will affect five (5) or more acres, the Upper Merion Township Planning Department shall notify PA DEP.

In the event a plan involves earthmoving activities that will affect twenty-five (25) acres, an Upper Merion Township Construction Permit will not be issued until and Erosion Control Permit, issued by PA DEP, is evidenced.

A copy of the Erosion and Sedimentation Control plan shall be available at the building site at all times during construction.

The PA Department of Environmental Protection can be reached at:  
Pennsylvania Department of Environmental Protection  
2 E. Main St.  
Norristown, PA 19401  
484-250-5900

**FINANCIAL SECURITY FOR DEVELOPMENT PLAN APPROVAL**

Upper Merion Township will not issue a permit and no construction of improvements shall commence until the developer/contractor provides financial security to the Township in such form as acceptable to the Township in accordance with Section 509 of the Pennsylvania Municipalities Planning Code. Financial security will be released during the course of the construction as the required guaranteed work is completed.

**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 piping or 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

**Fire Protection** - Separate permit required

Suppression: underground: at pressure test and flush

Suppression: prior to enclosing piping in walls, ceilings, etc.

Alarm: at testing

**Electrical-** Separate permit required, Inspections conducted by approved 3rd party inspection agency

Rough: Prior to enclosing of any structural

elements.

Final: Upon completion of all work

\*\*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

**Energy**

**Drywall-** for rated assemblies- prior to taping and spackling

**Notice of Completion**

**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 Inspector.

**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  
610-265-2600  
[www.umtownship.org](http://www.umtownship.org)

- John R. Waters, Director 610-205-8513  
[jwaers@umtownship.org](mailto:jwaers@umtownship.org)
- Mark Zadroga, Chief Building/Zoning Official 610-205-8511  
[mzadroga@umtownship.org](mailto:mzadroga@umtownship.org)
- Brian Sakal, Building Official 610-205-8509  
[bsakal@umtownship.org](mailto:bsakal@umtownship.org)
- Kenneth Myers, Building/Plumbing Official 610-205-8510  
[kmyers@umtownship.org](mailto:kmyers@umtownship.org)
- Michael Pontician, Building Official 610-205-8514  
[mpontician@umtownship.org](mailto:mpontician@umtownship.org)
- William Daywalt., Deputy Fire Marshal 610-205-8554  
[bdaywalt@umtownship.org](mailto:bdaywalt@umtownship.org)
- William Henderson, Fire Inspector 610-205-8559  
[whenderson@umtownship.org](mailto:whenderson@umtownship.org)
- Robert Rudzinski, Property Maintenance Officer  
Recycling coordinator 484-636-3869  
[rrudzinski@umtownship.org](mailto:rrudzinski@umtownship.org)  
[aharis@umtownship.org](mailto:aharis@umtownship.org)
- Wendy Logan, Permits Official 610-205-8508  
[wlogan@umtownship.org](mailto:wlogan@umtownship.org)
- Rose Grosso, Permits Clerk 610-205-8507  
[rgrosso@umtownship.org](mailto:rgrosso@umtownship.org)

**Fax:**  
610-265-8467

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