

Upper Makefield Township
Department of Planning & Zoning

Air Conditioning/HVAC/Water Heater

Required Forms and Submissions

- ☐ **Zoning Occupancy and Use Permit Application**
- ☐ **Plot Plan.** The Township application must include a plot plan with location of condenser or associated equipment to the property line, right of ways, and easements. It should also show screening of the equipment from the street and all neighboring properties.
- ☐ **Mechanical Application.** Please include specifications of the mechanical unit to install.
- ☐ **Electrical Application.** Not required for a replacement unit. If new install, you must submit an electrical plan that has been approved by a third-party Electrical Inspector.
- ☐ **Insurance.** Upper Makefield Township must be listed as “Certificate Holder” on a current Certificate of Insurance for all contractors, electricians and/or plumbers.

If the property owner is doing the work, please provide a copy of the homeowner’s liability insurance. An exemption form will need to be signed and notarized if the property owner is doing the work or the contractor is exempt from needing Worker’s Comp.

- ☐ **PA Contractor Registration Certificate.** Please submit a copy of the contractor’s PA Contractor Registration Certificate.

All Township forms can be found at the following link:
<https://uppermakefield.org/departments/planning-and-zoning/permits-applications/>

Applications and supporting documents can be submitted via email to CodeOffice@uppermakefield.org