

# Upper Makefield Township

## Department of Planning & Zoning

### New House Construction

#### General Information

**Lot Numbers and Address.** All documents submitted must show the property clearly marked with lot numbers and address. Address number placards are available for purchase at the Township Municipal Building.

**Fee Schedule.** A current fee schedule (updated annually) can be found on our website [uppermakefield.org/departments/planning-and-zoning](https://uppermakefield.org/departments/planning-and-zoning)

#### Required Forms and Submissions

- Zoning Occupancy and Use Permit Application** (with impervious calculations)
- Building Permit Application.**
- Professional Services Agreement** to pay for Township consultant reviews. Please see the current fee schedule for escrow dollar requirements to be submitted.
- Grading - Drainage Application.** With this application, you must submit sealed grading plans (1 set of hard copy plans as well as a digital PDF version). The submission must include a copy of the completed Bucks County Conservation District Erosion and Sediment Control application if the earth disturbance is over 1,000 sq. ft.
- Driveway Application.**
- Septic Permit issued by the Bucks County Department of Health**
- Well Drilling Permit Application.** Include permit to modify/install a well, as issued by the Bucks County Department of Health.
- Electrical Application.** With this application you must submit an electrical plan that has been approved by a third-party Electrical Inspector.
- Plumbing Application.** With this application you must submit 2 copies of the plumbing riser diagram and HVAC plans.
- Structural Plans:** 2 sealed sets
- Insurance.** Upper Makefield Township must be listed as “Certificate Holder” on a current Certificate of Insurance for all contractors, electricians and/or plumbers.
- PA Contractor Registration Certificate.** Please submit a copy of the contractor’s PA Contractor Registration Certificate.
- Residential Disclosure Statement**

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](mailto:CodeOffice@uppermakefield.org)