



Public Works Department
735 Cumberland Street, Lebanon, PA 17042
Phone: (717) 639-2800 OPTION #4

Date Received:

Information and responsibility form for Zoning and Building Permits

Project Address:

City /State Zip

Owner Name: Phone: Email:

Address

City /State Zip

I am the owner of this property and I am assuming all insurance responsibility for this permit.

Contractor Name: Contact Name

Phone: Email:

\*Contractor must provide a Certificate of Insurance listing the City of Lebanon as the certificate holder.

State Registration # Workers Compensation Insurance: Yes No\*

\* Attach notarized exemption form

If the contractor is the applicant, the contractor shall be responsible for unpaid permit fees unless the owner signs the application below. Projects cancelled, or permits not picked up within 30 days of issue date, will be invoiced for third party plan review fees and 50% of City permit fee . Fees unpaid for 90 days may be subject to a 10% interest rate or maximum allowable by law. Unpaid fees after one year are subject to a lien upon the property. Section 1314.07

Applicant/Agent Signature

Date

Office Use Only Permit #
Property Information: Fair Market Value (stuctures only)
Zoning District Flood Designation GIS #
Number of off-street parking spaces (existing proposed) Sign Zone / Type /
Total Lot Area Impervious Square Footage Lot Coverage %
Date sent to CCIS: Date Issued:
Date of CO
Zoning Officer Approval : Date:

**\*\*\* Please Choose Building Inspector\*\*\***  
**Associated Building Inspections LLC (ABI) \_\_\_\_\_**  
**Commonwealth Code Inspection Service, Inc. (CCIS) \_\_\_\_\_**

# Building Permit Application

- Residential (circle one) single/detached duplex semi-detached row-home / townhouse  
Multi-Family (# of units \_\_\_\_\_) Rental License # \_\_\_\_\_
- Commercial / Existing use: \_\_\_\_\_ Proposed use: \_\_\_\_\_

## **Project Type:**

- New Dwelling  Addition  Renovation (all interior construction)  Detached Garage (>1000 sq ft)  Deck (above 30")
- Removal and reconstruction of a structure: \_\_\_\_\_ Porch \_\_\_\_\_ Deck \_\_\_\_\_ Other  Demolition
- Pool (+24" water depth) \_\_\_ In-Ground \_\_\_ Storable)
- Enclosing porch/patio
- Electrical \_\_\_\_\_ New service \_\_\_\_\_ Panel upgrade \_\_\_\_\_ Solar panels \_\_\_\_\_ New wiring \_\_\_\_\_ Generator install
- HVAC: \_\_\_\_\_ Central Air \_\_\_\_\_ New/Replacement \_\_\_\_\_ Change in fuel type
- Plumbing : \_\_\_\_\_ Adding or moving plumbing fixtures \_\_\_\_\_ Installation/replacement of drain or supply lines
- Fireplace : \_\_\_\_\_ New \_\_\_\_\_ Replacement
- Door or Window: \_\_\_\_\_ Adding or closing off \_\_\_\_\_ Changing size
- Foundation or structural repair
- Other: \_\_\_\_\_

Exempt projects: Repair or replacement of an existing Electrical, Plumbing or HVAC fixture,  
Drywall repair, Painting, Flooring replacement, Residential shingle replacement  
Door and window replacement with no change in size  
Replace existing private sidewalk or driveway with no change in size

**Project Narrative/Description:** \_\_\_\_\_

**The following documents must be submitted for applications:**

- ⇒ **2 complete sets of detailed Residential** floor plans, elevations, & cross section drawn to scale. (ie. 1/4" per ft.)
- ⇒ **3 sets of Commercial & Mixed Use** plans that are signed and sealed by a licensed design professional
- ⇒ **3 copies of Sign drawings**, schematics, disconnect switch and wind load (if applicable) - All electric signs must be U/L listed and plans must be signed/sealed by a design professional
- ⇒ Plans will be reviewed and inspected according to 2018 UCC Code
- ⇒ Attach a copy of the specifications and building contract
- ⇒ For HVAC projects - Public Safety Fire Inspection Permit # \_\_\_\_\_ (if required)

***Building Code Official may enter a building, structure or premises during normal business hours or at a time agreed to by owner or owner's agent to perform inspections or to enforce the Uniform Construction Code.***

# Zoning Permit Application

**Building Changes/expansions:**  New Construction  Addition  Reconstruction  Deck or Patio  
 New porch

## Accessory Uses

Detached Garage  Deck (below 30")  Fence  Shed  Pool (over 24" of water depth)  
 Demolition  Patio  Driveway  Sidewalk (private)  Landscape / Retaining Wall (Height \_\_\_\_\_)  
 Other \_\_\_\_\_

**Two complete sets of detailed site plans to a scale required** showing Lot dimensions, Streets, Location of existing and proposed structures, driveways, sidewalks, easments, and distances to all property lines and street right of ways (See sample page attached)

**Change of Use** Existing/Current legal use of the property \_\_\_\_\_  
Proposed use of the property \_\_\_\_\_ Home occupation \_\_\_\_\_  
Conversion of uninhabited space to Living space \_\_\_\_\_

**Signs** (circle all that apply) Fascia Projecting Wall Freestanding Suspended Roof Billboard  
Temporary Flashing/Moving  
**Sign Details:**  Illuminated  Non-Illuminated

Dimensions (Sign #1) Length \_\_\_\_\_ x Height \_\_\_\_\_ Total Sq Ft \_\_\_\_\_  
Dimensions (Sign #2) Length \_\_\_\_\_ x Height \_\_\_\_\_ Total Sq Ft \_\_\_\_\_  
Dimensions (Sign #3) Length \_\_\_\_\_ x Height \_\_\_\_\_ Total Sq Ft \_\_\_\_\_

Façade Length \_\_\_\_\_ (Linear Feet) Street Frontage \_\_\_\_\_

Height of sign from finished grade (sign #1) \_\_\_\_\_ ft (sign #2) \_\_\_\_\_ ft (sign #3) \_\_\_\_\_ ft

**Three copies of sign drawings are required**, schematics, disconnect switch and wind load (if applicable) - All electric signs must be U/L listed and plans must be signed/sealed by a design professional.

**Project Cost: (Fair market value)** \_\_\_\_\_ **Total Square Footage:** \_\_\_\_\_

**Project Narrative/Description:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Note:** The above projects may require a Building code permit to comply with the current PA 2018 UCC code