



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/Applicant: 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: _____

Project Cost: (Fair market value) _____

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