

APPLYING FOR A BUILDING AND ZONING PERMIT

INTRODUCTION

During the 1950's, a few of the 26 municipalities in Lebanon County enacted zoning regulations as a tool to facilitate orderly development and also aid other laws in the protection of the public health, safety, and welfare. Today, all municipalities have adopted their own zoning laws. Of all these municipalities, 19 have taken advantage of a service provided by the Lebanon County Commissioners, namely, the enforcement of their own laws by the Lebanon County Planning Department (LCPD). The County, in this relationship, works for the townships and boroughs listed on the LCPD Enforcement Jurisdictions list. The decision-making process used by the staff of the Department is limited to authority granted by the municipality through its respective ordinances. The features of the ordinances that are held in common are listed below for the convenience of applicants; other commonly asked questions relevant to enforcement are also answered below.

TYPICAL QUESTIONS AND ANSWERS

What kinds of work require a building and zoning permit?

In general terms, a permit is required for:

1. a change in use of a building or land;
2. construction or placement of a permanent or temporary building;
3. any alteration in size or shape of an existing building;
4. a home occupation;
5. a sign or;
6. removal or relocation of a building.

What kinds of work are exempted from building and zoning permits?

The following generalizations may not apply in all cases; however, these are examples of exempted work:

painting re-roofing installing siding

which do not change the principal use of or add a new use to the building. However, please take note-

There is no exemption for work less than a particular construction cost.

There is no exemption for a building smaller than a particular size.

There is no exemption for a temporary building or use as opposed to a permanent one.

Must I schedule an appointment to see a Zoning Officer?

In order to avoid a prolonged wait during the busy construction season, it is recommended that you contact the LCPD one to two days prior to your visit to schedule an appointment to see a Zoning Officer.

What information is necessary when applying for a permit?

Usually, an applicant should be prepared with a plat plan (see example), the size and estimated cost of the building or addition, the materials to be utilized in construction, the contractor's name and address, exact location of property, and necessary preliminary permits or prerequisites, (see CHECKLIST, p. 3). The fee is determined by the estimated construction cost (see PERMIT FEES, p. 3).

When should I apply for my permit and how long is it valid?

Application should be made weeks in advance, not to exceed 90 days before work is to begin. Permits are generally valid for one to two years and must be renewed thereafter.

What if my plans change after the building and zoning permit is issued?

Contact should be made with the Department as soon as possible. Most minor corrections do not require new permits.

Will the estimated construction cost result in an equal increase in my tax assessment?

Not necessarily; the tax is determined by a body of entirely different and separate laws that are completely independent of zoning regulations. Contact the Assessment Office for further taxation information.

Do I need to build according to any building code?

Building Codes are becoming a reality in a growing number of municipalities. If codes apply in your area, a separate building code permit is required. Department Officials can explain requirements and procedures. See the LCPD Enforcement Jurisdiction list.

What about fences, chimneys, bay windows, swimming pools, tennis courts...?

The items mentioned above and many others are treated differently for each municipality. It is best to contact the Department with specific questions.

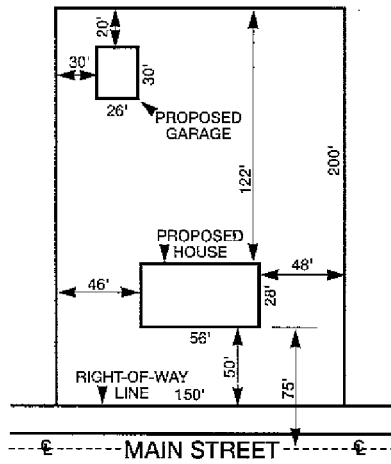
Why drive to Lebanon for a building and zoning permit?

The office hours are ample and convenient for most – Monday through Friday, 8:30 a.m. to 4:30 p.m. Also, other County offices are nearby which can provide additional information (often not kept at home or within easy access) which may be necessary to process your permit.

How much does it cost my municipality for enforcement services?

The service is provided at no cost to the municipality. Permit fees paid by applicants are retained by the County to cover the expenses of operation.

SAMPLE PLAT PLAN



NOTE: Distances shown to property lines, etc., are examples only. Actual minimum distances vary according to each municipality.

BUILDING & ZONING PERMIT FEES

Permit fees are based on your actual cost of construction in accordance with the following scale:

<u>CONSTRUCTION COST</u>	<u>FEE</u>
\$ 0 TO \$1,000	\$20

(Add \$1.00 for every \$1,000 or fraction thereof of construction cost over \$1,000)

CHECKLIST

Before application, please check the following items that apply with the appropriate officials:

- Plat Plan
- Sewage Permit (On-lot, Public Tap-on)
- Public Water Connection Permit
- Labor & Industry Approval (Commercial & Public Construction, Multi-Family Dwelling)
- Plumbing Permit
- Curb and/or Sidewalk Permit
- Building Code Permit
- Road Encroachment Permit (State, Local)
- Subdivision Approval
- Land Development Approval
- Transfer of Ownership
- Animal Waste Storage Facility Permit
- Worker's Compensation Insurance Certificate
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If you require additional information, please contact the Lebanon County Planning Department, Room 206, Municipal Building, 400 South 8th Street, Lebanon, PA 17042 OR by telephone at 717-274-2801 Ext. 2325. Office hours are 8:30 a.m. to 4:30 p.m., Monday through Friday.