

In an effort to better communicate and to provide information on the services available to our citizens, the City of Lebanon has prepared this booklet. This booklet may be used as a reference guide for telephone numbers, meeting dates, services and some regulations for the City of Lebanon.

Please note that this is a guide and information is current as of August 2012. Revisions will be published as necessary.

The phone number for the Lebanon Municipal Building is (717) 273-6711. Please choose Option #2 for Spanish or hold the line to continue in English. Callers for City offices, please choose Option #2 and then the appropriate extension.

CITY OF LEBANON RESIDENT BOOKLET



February 2013

I. PERMITS AND LICENSING REGULATIONS

A. Public Works Department

1. Excavation Permits

Excavation permits are required when any utility work is done in city streets or city right of ways.

2. Curb and/or Sidewalk Permits

Permits are required for any repairs to curb and/or sidewalks in the city right of ways.

3. Building and Zoning Permits

Whenever contemplating an improvement to your property you should first contact the Building and Zoning Division of the Department of Public Works to determine what permits are required and the code regulations which will need to be followed.

a. Zoning Permits

Zoning permits shall be secured from the Building and Zoning Division prior to the use of any land, construction, erection or alteration of any building or part of a building or the erection of any exterior accessory structures or signage on a property.

b. Building Permits

The City of Lebanon is administering the “Uniform Construction Code” of the State of Pennsylvania through the Building and Zoning Division of the Public Works Department.

c. Sign Permits

Sign permits shall be secured prior to the erection, repair, alteration, relocation or maintenance of any type of sign. Please be advised that not all types of signs are permitted in every district or zone.

All inquiries regarding the requirements for permits, fee schedules, required inspections, zoning and building code issues, etc. are

handled through the Public Works Department. The department also handles all permits and requirements for demolition operations. Inquiries may be made in person at the Department of Public Works, Room #220 in the Lebanon Municipal Building or by phone at (717) 228-4490 Monday thru Friday 8:00 A.M. to 4:30 P.M.

B. Public Safety (Eating, Drinking, Property Maintenance and Fire)

1. Food Establishments and Restaurants (Eating & Drinking Licenses)
 - a. \$ 25.00 Process Application Fee
 - b. \$100.00 Plan Review & Preliminary Inspection Fee
 - c. \$100.00 Permanent Public Eating & Drinking Establishment (renewed yearly)
 - d. \$ 25.00 Farmer's Market Stand (renewed yearly)
 - e. \$100.00 Mobile Vendor (renewed yearly)
 - f. \$ 75.00 Retail Food Store Registration (renewed yearly)
 - g. \$ 30.00 Temporary 1-Day Vendor
2. Rental Unit Licensing
 - a. \$40.00 per unit
 - b. \$20.00 per rooming house unit
3. Buyer Notification Certificate for selling a property
 - a. \$25.00 Fee
 - b. \$45.00 Less than 72 hour notice
 - c. \$60.00 Retroactive to date of sell
4. Removal of Condemnation Placard
 - a. \$250.00 Fee
5. Operational Permits (Fire Division)
 - b. Required Operational Permits shall be obtained for activities including, but not limited to, welding, hot work, flammable gas storage, heating appliance installations. A complete list may be obtained from the Department of Public Safety.
6. Construction/Installation Permits (Fire Division)

a. Permits are required for fire alarm, sprinkler system and fire suppression system installations and modifications.

7. Annual Fire Alarm User Fees (Fire Division)

a. The residential fee for a single family dwelling is \$ 20.00/year.

C. Administration

1. Use of Public Property

City permits are required for use of the parks, grounds, streets, and sidewalks for parades, gatherings, meetings, public events and demonstrations. Permit fee: \$100.00. Application for permit must be submitted to the Department of Administration 30 days in advance of the event.

2. Soliciting Door-to-Door

Peddler's license is required to solicit door-to door if the business is not located within the County of Lebanon. Permit fee: \$50.00 non-refundable application fee; \$5.00/day per person

3. Transient Business Licenses

Transient business license is required for temporary retail business. Permit fee: \$200.00 per month or portion thereof.

All inquiries regarding use of public facilities or soliciting may be made in person at the Department of Administration, Room #217 in the Lebanon Municipal Building or by phone at (717) 228-4401 Monday thru Friday 8:30 A.M. to 4:30 P.M.

D. Police

1. Bicycle Licenses

Bicycle Registration is performed at the Highway Garage at 933 Oak Street. The fee is \$2 for 3 years. If a bicycle is lost, the owner can be contacted through the registration information. The garage is open for registrations from 7:15 A.M. to 3:15 P.M. Monday to Friday. Questions call (717) 272-2711.

2. Motor Vehicle Licenses

Driver's License information and testing can be obtained at the PennDOT Drivers License Center located at 900 East Cumberland Street. Questions call (717) 272-8511. Specific information regarding licensees and registration can be obtained from <http://www.state.pa.us> ("PA ONLINE"-Driver & Vehicle Services).

II. RECYCLING

Recycling is mandatory in the City of Lebanon. Materials to be recycled by residents are as follows:

1. Aluminum and tin cans
2. Clear, green and amber glass bottles
2. Leaf waste & green waste
3. Newspapers
4. Plastic bottles #1 and #2

All residents are offered curbside recycling through their contracted waste hauler. Please contact your hauler for recycling pick up dates. In addition to the items above commercial establishments are required to recycle office paper and cardboard.

Recycling Drop Off Center- Located at 14th and Lehman Streets, this facility is open to the public Tuesday, Thursday, and Friday from 11:00 A.M. to 5:00 P.M. and Saturday from 8:00 A.M. to 3:00 P.M. An attendant is on duty during open hours to assist in your recycling needs.

Yard Waste Drop-off Center – Located at 893North 8th Street, the center will be open from 7:00 A.M. to 7:00 P.M. (March thru October) and 8:00 A.M. until 5:00 P.M. (November thru February). The yearly fee is \$20.00 for residents and \$250.00 for business or commercial establishments. The center may be used for disposal of tree limbs, leaves, hedge trimmings and garden residue. Any person depositing any unacceptable items, including construction materials will be prosecuted for illegal

dumping. Access to the center will be by key card only. The facility is monitored 24/7 by surveillance equipment.

Yard Waste Curbside Collection Program – All residents are urged to participate in this spring and fall collection of branches, shrub and hedge clippings. Collection is curbside. Dates and times are advertised through the news media.

Spring and Fall Bulky Waste Clean Up - Areas of the City are selected in a rotating fashion for this program. If your area is selected for either the spring or fall Clean Up you will be informed of the exact dates in the Merchandiser, WLBR Radio or you may call the Department of Public Works- Recycling Division. There are two disposal options available under this program. The preferred option is for residents to drop-off their acceptable items at the Yard Waste Drop-Off Center. The other option is a curbside pick-up for residents who are unable to transport their bulk items to the Drop-Off Center.

Leaf Collection – Leaves are collected curb side each fall, usually in November and early December.

For more information on any of these services, or to obtain a free recycling container, please call the City of Lebanon’s Recycling Coordinator at (717) 228-4490.

III. ILLICIT DISCHARGES PROHIBITED

Federal regulations define an illicit discharge as any discharge to the storm sewer system that is not composed entirely of storm water. There are exceptions to this rule such as discharges from: firefighting activities, landscape irrigation, foundation drains, water from crawl space pumps, individual residential vehicle washing, air-conditioning condensate, and lawn watering. Sources of illicit discharges include: sanitary wastewater, car wash waste water, improper oil disposal, radiator flushing disposal, spills from roadway accidents, improper disposal of household toxics or improper use of pesticides and herbicides, etc. Illicit discharges enter the system either through direct connections (deliberate pipe hookups to the storm drain system) or indirect connections (spills collected by drain outlets, or deliberate dumping down the storm drain.) These illicit discharges drain directly to the creeks and streams and may be loaded with a large amount of harmful and toxic substances. These pollutants enter the aquatic system and degrade the water quality and

threaten wildlife and human health. If an illicit discharge is suspected, please report the offense to the Department of Public Works at 717-228-4490.

IV. STREET SWEEPING

Street sweeping is performed year round on designated streets indicated by the “No Parking” signs for certain days of the week. If vehicles are parked in these areas at the times indicated, the police will issue a ticket. Street sweeping is halted in the winter when snow is on the ground. A public service announcement is usually provided in the newspaper and radio indicating if street sweeping has been halted, and prior to the start-up.

V. PARKING SPACE RENTAL LOTS

A. \$32.00 Monthly Parking Lots - Ninth and Walton; Seventh and Willow; Eighth and Spring; and Seventh and Walnut.

B. \$25.00 Monthly Parking Lots – Sixth and Crowell; Lehman and Cherry; Ninth and Mifflin; Tenth and Crowell; Tenth and Walnut; and Tenth and Oak.

C. 2 Hour Free Parking Lots – 7th and Willow and 9th and Cumberland.

D. Parking Meter Lots – 8th and Spring; 7th and Walton; and 8th and Walton.

If you have questions or would like to inquire into renting a space, please call the Public Works Department at 717-228-4490.

VI. WATER AND SEWER INFORMATION

A. Public water & sewer services are provided by the City of Lebanon Authority.

B. Water Maintenance Shop. For problems with water service, main breaks, etc.
Days (7:00 A.M. – 3:30 P.M.) – (717) 273-2506.

Nights, Weekends, Holidays – (717) 865-2191.

- C. Water Meter Shop. For water meter problems such as leaking meters, noisy meters, or frozen meters.
Days (7:00 A.M. – 3:30 P.M.) – (717) 273-1354.
Nights, Weekends, Holidays – (717) 865-2191.
- D. Wastewater Treatment Plant. For emergency sewer main clogs.
Days (7:00 A.M. – 3:30 P.M.) – (717) 272-2841.
Nights, Weekends, Holidays – (717) 507-6730.
- E. Water Billing Office. For water and sewer billing information.
Days (8:30 A.M. – 4:30 P.M.) – (717) 675-2181.

VII. PUBLIC MEETING DATES

A. City Council – 4th Monday of the month, 6:30 P.M., except December (3rd Monday); work session held the Thursday preceding the monthly meeting at 4:45 P.M. Meetings are held in City Council Chamber, Room 210 of the Municipal Building. Use entrance at rear of Municipal Building.

B. Board of Health – 4th Thursday of the month, 3:00 P.M. in City Council Chamber, Room 210 of the Municipal Building.

C. Planning Commission – 2nd Monday of the month, 6:45 P.M. Meetings are held in the Public Works Conference Room, Room 220 of the Municipal Building.

D. Zoning Hearing Board – meetings scheduled as needed.

F. Vacant Property Review Committee – meetings scheduled as needed.

VIII. REGULATIONS REGARDING FARM ANIMALS VS. PETS

The City of Lebanon prohibits the keeping or housing of any farm animals within the City. Farm animals include cattle, swine, sheep, goats, fowl, horses or any other non-domestic animals. Pets are those animals which are not one of the above and which are not kept for providing food or to be slaughtered. Pets not kept in a sanitary and healthy condition can be removed after the second offense.

IX. HEALTH, SANITATION, HOUSING MAINTENANCE CODE GUIDLINES

The Department of Public Safety monitors the condition and sanitation of all property located in the City of Lebanon. Proper sanitation, maintenance, and cleanliness of city properties are monitored by Code Enforcement Officers in a process of either routine patrol or complaints. Interior and exterior areas of the premises must be maintained in a clean, safe, and sanitary manner. Mechanical systems and the deliverance of utilities must be in working order at all times.

X. GRASS AND WEED CUTTING

All premises and exterior property shall be maintained free from weeds or wild growth in excess of twelve inches (12"). This shall not include cultivated flowers and gardens. Grasses shall be maintained and clippings collected or cleaned off sidewalks and adjacent properties but not swept into the streets. Property owners are responsible to take care of street right-of-ways from their property lines out to the curbs or edge of pavement (including sidewalks and planting/beauty strips and around parking meters). Additionally, the City requires weeds and grass to be maintained by abutting property owners from property lines to the edge of pavement of alleys or, if unpaved, out to the centerline.

If you see a high nuisance weed or grass problem over 12" in height or noxious weeds (ragweed, dandelion, Canada Thistles or other vegetation which exhale pollen)) at any height, please report the situation to the Department of Public Safety at 717-228-4495.

XI. GARBAGE COLLECTION

The City of Lebanon Codified Ordinance Article 929, requires all property owners to supply their properties with an adequate number of refuse containers and covers for temporary storage of all refuse. Such containers shall be in good condition, not likely to injure the collector or his employees. Additionally, property owners are required to contract with a licensed refuse hauler for continual refuse, rubbish and recycling removal services. A list of local refuse haulers can be found in the yellow pages of the phone book.

Tenants/occupants are responsible for placing their refuse into proper refuse storage containers. Refuse storage containers shall be stored and maintained at the rear exterior of the property. If there is no rear access to an alley for refuse removal services, containers may be temporarily placed at the front exterior of the property on the day of or the evening prior to the refuse removal services.

Tenants/ occupants are also responsible for maintaining their dwelling area in a clean and sanitary state. Any unauthorized accumulation of refuse on any property is declared to be a public nuisance and is prohibited.

Refuse shall be collected at least once weekly, except where more frequent collection is deemed necessary.

XII. LANDLORD/TENANT REQUIREMENTS (License Required)

A. Occupants of any structure are responsible to maintain that part of the exterior and interior in which they occupy and control in a clean and sanitary condition. The occupant of a structure is responsible for the extermination of all pests in the area in which they occupy; the owner of the structure is responsible for the common areas and to have the structure exterminated prior to occupancy if the unit is infested.

B. Dwelling units shall not be occupied by more occupants than permitted by the minimum area requirements which are: 120 square feet per person; sleeping areas shall have a minimum of 70 square feet for the occupant and an additional 50 square feet for every other occupant in the sleeping area. Attic areas and third floor areas are not to be used for

sleeping or living areas, except if the third floor meets the ceiling requirements and has a fire escape.

XIII. VACANT PROPERTY GUIDELINES

The City of Lebanon has established a Vacant Property Review Board that reviews those properties that are determined to be a blighted property. Those properties that are presented to this committee are ones that, because of their physical condition or use, are regarded as a public nuisance. A blighted property is an attractive nuisance to juveniles and

other persons, is unfit for human habitation, a fire hazard, or an unoccupied property which is tax delinquent for a period of two years.

Tax delinquent properties must be rehabilitated within one year of notice to rehabilitate.

XIV. MEDIATION

Lebanon Mediation Services has been working to bring peace between neighbors or other parties who have had disagreements. There is no charge for the service, and typically, a lot of satisfaction when the service is used. Please contact them at (717) 277-0111.

XV. SMOKE DETECTOR REQUIREMENTS

Smoke alarms are required in sleeping areas of all residences regardless of ownership or occupancy. Buildings containing three or four rental units are required to have all smoke alarms interconnected or hard-wired. Buildings with five or more rental units shall be equipped with a supervised automatic fire alarm system.

XVI. SERVING WITH THE FIRE DEPARTMENT

The Lebanon Fire Department is comprised of volunteer and career firefighters that serve the city in many capacities. The City of Lebanon is fortunate to have nine volunteer companies that provide most of the fire apparatus. Their time and contributions lessen the financial burden of the City.

You can be part of this process as either a volunteer firefighter or serve in a capacity within one of the nine companies. Active firefighters are required to complete a series of training classes and annual updates

thereafter. Please stop by any of the four city firehouses and speak with a representative of a volunteer fire company.

Career Firefighters are hired through a civil service process that is administered on an as needed basis from time to time. A written examination, physical agility test, interviews, drug screening and physical examinations are part of the process.

XVII. LEBANON COUNTY REDEVELOPMENT AUTHORITY

The Authority serves the City and County of Lebanon. The Authority consists of five members who are appointed by the Lebanon County Commissioners. They oversee an Authority staff, which administers various programs within the City and County of Lebanon.

The Authority administers the City's First Time Homebuyer and Housing Rehabilitation loan/grant program from their Rehabilitation Office at 39 North 12th Street.

The Authority acts as the acquiring and disposition entity for properties acquired under the City's Flight Blight Program. It also carries out Redevelopment Programs as required to facilitate economic and redevelopment activities within the City.

The Authority maintains a website at www.lebanoncountyredevelopment.com and can be reached at (717) 273-9326 or at 39 North 12th Street, Lebanon.

XVIII. COMMUNITY DEVELOPMENT OFFICE

The Community Development Office engages in the administration of grants from various federal, state and local programs. The primary program is the Community Development Block Grant Program. The Office cooperates with various departments and agencies such as Lebanon Valley Economic Development Corporation and Lebanon County Redevelopment Authority in funding various projects and activities. The Office is located in the Lebanon City/County Municipal Building, Room 218 and can be reached at (717) 228-4487.

The Fair Housing Act prohibits discrimination against persons based on their *race, color, religion, sex, national origin, disability, or familial status* in the sale, rental, and financing of housing. If you feel that you have been the victim of discrimination, please contact the Pennsylvania Human Rights Commission at (717) 787-9784. To learn more about your housing rights, visit www.phrc.state.pa.us or contact the City of Lebanon's Community Development Office at (717) 228-4487.

XIX. CALLS FOR SERVICE TO THE POLICE DEPARTMENT

If you have an emergency call 9-1-1.

If you have a non-emergency request for police services you may call 272-6611, the existing phone number for the Lebanon City Police Dept. If you call during regular business hours, Monday through Friday 8:00 AM to 5:00 PM, a police secretary will answer the phone. If you have a request to report a crime issue or any other issue requiring the dispatch of a police officer, you will be transferred to Lebanon County EMA where a dispatcher will screen your call and dispatch the officer. If you have a request for the records division, the administrative staff, or desire to leave a voicemail for a specific officer, the police secretary will transfer your call to the appropriate personnel. The police secretary will also answer any questions one may have concerning police related issues, such as the times for the sweeper run or when special events will be held and where they will be located.

When calling 272-6611 during non-business hours, you will be connected to an automated phone messaging system. The first message will be “You have reached the Lebanon City Police Department, if this is an emergency press 1 or hang up and dial 9-1-1.” The automated system will also allow one to be transferred to EMA for non-emergency police issues. Callers will have the options of leaving a voicemail for specific officers or leaving one in a general mailbox. There will also be an option to hear current events or updates on police related issues such as parking and detours, on the automated system.

Callers may also call EMA directly at any time by calling 272-2054. This is a direct line to EMA and is used specifically for non-emergency police related issues. An example would be to report a Theft not in progress or damage to one’s vehicle.

XX. ADVICE IF STOPPED/QUESTIONED BY POLICE

Try to be polite and respectful. Stay calm and in control of your words. Do not get into an argument, remember anything you say or do can be used. Keep your hands where the officer can see them. You have a right to ask the officer his/her name. If you feel that you have not received proper service ask to speak to a supervisor. If you wish to file a written complaint you must do so at the police department with a supervisor. You may also call in a compliment for good service at anytime.

If you are stopped by the police while driving; upon request of the officer show them your driver's license, registration and insurance. If you are uncertain of the reason for the traffic stop, ask the officer why you were stopped. If you are given a citation, signing it is not an admission of guilt, only receipt that you received your copy.

If the police come to your residence, you do not have to allow them in without your permission or without a warrant. In some emergency situations, (a person is screaming/calling for help or chasing someone) officers are allowed to enter and search without a warrant.

XXI. CURFEW ORDINANCE

Minors under the age of 18 are not to be out on the streets between 10:00 p.m. to 5:00 a.m. unless accompanied by a parent, guardian or legal care provider.

XXII. WASHING/REPAIRING OF VEHICLES PROHIBITED ON PUBLIC STREETS

Lebanon Codified Ordinance Section "511.03 a, 2, m" prohibits the repairing or washing of vehicles on a public street, except in the case of emergency repairs.

Emergency Vehicles Repairs are:

- Changing a flat tire
- Replacing a dead battery
- Duct taping a coolant hose

Not

- Oil changes
- Replacing parts (Exhaust, shocks, transmissions)
- Tune ups

The ordinance is designed for the safety of the person performing the repairs and other motorists travelling on the roadway. It also prevents hazardous materials and fluids from being deposited in the roadway. These fluids can cause hazardous road conditions and could ultimately end up in the storm water runoff causing environmental concerns.

The ordinance also prohibits the washing of vehicles on the street. This is also for the safety of persons washing the vehicle and other motorists.

The person washing the vehicle could be struck by passing traffic and the passing vehicles could be inadvertently sprayed by a hose being used to wash a vehicle. There is also an issue of oil, coolant and other fluids being deposited on the roadway and eventually making its way into the storm water runoff.

XXIII. LITTERING

It is against city ordinances and state laws to throw or discharge into or upon any of the streets, alleys or public places in the City (including parking lots and parks) any garbage, trash or rubbish of any kind.

XXIV. DOUBLE PARKING IS ILLEGAL

Parking in the travel lane of a public street or alley is illegal. This type of parking blocks traffic and is unacceptable. Motorists utilizing this type of parking will be ticketed.

XXV. DOG LAW ENFORCEMENT

All dogs (3 months or older) need to be licensed. Licenses can be purchased at the Lebanon County Treasurer’s office or authorized agents. All dogs and cats (3 months or older) must have a current rabies vaccination, as well. All dogs when not on their owner’s property must be on a leash, not to exceed 6 feet in length. The dog must be under the control of a person physically capable of restraining the animal and obedient to that person’s commands. Owners of dogs are responsible to clean up after their dogs on all public and private property.

Questions regarding licensing, please contact the Lebanon County Treasurer’s Office at (717) 228-4420.

XXVI. NOISE ORDINANCE

A person violates the noise ordinance if he/she shall use, operate or permit the use of any musical instrument, radio, television, phonograph, compact disc player or any other type of instrument or device capable of playing music or producing amplified sound, including what is commonly known as a “boom box”, in such a manner as to be unreasonably loud, raucous, jarring, disturbing, or a nuisance to persons of reasonable sensitivities within the area of audibility, when such sound

is plainly audible across a property line or at a distance of fifty feet, whichever, is less, when the device creating the sound is in or on a motor vehicle, or hand carried on a public right-of-way or public space.

Instruments or devices used in violation of this subsection shall be impounded by the Police Department.

XXVII. DISORDERLY CONDUCT

The making of any loud, boisterous noise in a public place, fighting, use of profanity or reckless conduct is a violation of city ordinance and violators will be cited.

XXVIII. ALCOHOLIC BEVERAGE

No person shall transport or possess any alcoholic beverage in an open container on their person, in a motor vehicle, on the streets or sidewalks.

XXIX. DOMESTIC VIOLENCE LAW

The Commonwealth of Pennsylvania is a mandated reporting state for domestic violence. If there is evidence of physical abuse to a spouse, paramour or partner you are subject to arrest. If the police have probable cause that an assault occurred in a domestic dispute, they are required by law to make an arrest, regardless of the wishes of the other party.

XXX. RECREATION

The City maintains eight (8) parks. Sports fields and park buildings may be rented for private use. There may be fees for use of city property. Application for rentals should be made through the Department of Administration at (717) 228-4401. Reservations must be made for use of all city buildings and sports fields.

Six playgrounds are available. The Lebanon School District and the City of Lebanon sponsor a Bidly Basketball Program and the YMCA and City of Lebanon sponsor a Summer Playground Program..

Gingrich Memorial Pool and Lauther Water Complex is a public pool available for all residents. Entrance fees are charged. The pool is located in Coleman Memorial Park, Rt. 72 and one block west of N. 12th Street.

Smoking and alcohol is not permitted at any city building, park or playground. Residents are expected to keep the parks and playgrounds free of trash and supervise the young children.

XXXI. HISPANIC OUTREACH

Salvation Army – Lebanon Corps
1031 Guilford Street, Lebanon, PA 17046
(717) 273-2655

XXXII. LEBANON SCHOOL DISTRICT

District Office
1000 South Eighth Street, Lebanon, PA 17042
(717) 273-9391

Board meetings are open to the public and are held the 2nd and 3rd Monday of each month, except December – 7:30 P.M. Meetings are held in the Conference Room, 1000 South Eighth Street, Lebanon.

XXXIII. LEBANON TRANSIT PUBLIC BUS SERVICE

Lebanon Transit has three divisions: Fixed Route (bus), Express Services and Paratransit ([ADA](#) Program). Fixed Route buses run six days a week, from Monday through Saturday. They travel throughout Lebanon County, with additional service into Hershey and to the Hershey Medical Center. They also run a special route to Park City Mall in Lancaster every Saturday. Express Services offer weekday service to Harrisburg. Paratransit vans provide curb to curb service to and from any area within Lebanon County. As with the buses, all of the vans have wheelchair lifts. For information on fares and schedules, call (717) 274-3664 for information on Paratransit services, call (717) 274-3514 or visit their web site at www.lebanontransit.org. For information regarding car and van pooling, please contact Pa Commuter Services at 1-866-579-RIDE.

XXXIV. EMPLOYMENT WITH THE CITY OF LEBANON

The City of Lebanon has various full – time positions and part – time positions. In addition the City of Lebanon has numerous seasonal/summer positions open annually.

When positions become available with the City of Lebanon they are advertised in local and area newspapers.

Open positions are also posted on the PA CareerLink Website; www.pacareerlink.state.pa.us and the City of Lebanon website www.Lebanonpa.org

All applications for employment with the City of Lebanon must be completed at:

Lebanon Area CareerLink
243 Schneider Drive
Lebanon, PA 17046

For additional information about job opportunities with the City of Lebanon contact:

Director of Administration
(717) 228-4496

The City of Lebanon Civil Service Commission governs the positions of POLICE OFFICER and CAREER FIREFIGHTER. For further information on these positions contact:

Civil Service Commission
(717) 272-6611 ext. 105

XXXV. CITY OFFICES

City offices are located in the Lebanon City-County Municipal Building (Courthouse), 400 South Eighth Street, Lebanon. Office hours are Monday-Friday, 8:30 A.M. to 4:30 P.M., except legal holidays. Permits are issued until 4:00 P.M. **Exception:** The Lebanon Police Department is open 24 hours/day.

Mayor's Office – Room 215

Mayor – (717) 228-4401

Department of Administration – Room 217

Director of Administration/Deputy Mayor - (717) 228-4496 City Clerk
– (717) 273-6711, Ext. 2402

Community Development – Room 216

Community Development Administrator – (717) 228-4487

Finance Office – Room 111

Finance Officer – (717) 228-4497

Department of Public Safety – Room 214

Fire Commissioner – (717) 228-4486

Department of Public Works – Room 220

Director of Public Works – (717) 228-4490

Zoning/Permit Processor – (717) 228-4490

Recycling/Refuse Coordinator – (717) 228-4490

Highway Maintenance Garage

Tenth and Oak Streets, Lebanon, PA 17042

(717) 272-7211

Hours: Monday-Friday, 7:00 A.M. to 3:30 P.M.

Public Property Maintenance Shop

Tenth and Oak Streets, Lebanon, PA 17042

(717) 272-0068

Hours: Monday-Friday, 7:00 A.M. to 3:30 P.M.

Lebanon Police Department – Room 116

Chief of Police/Captain of Police – (717) 272-6611

City of Lebanon Authority

Water Maintenance Shop

2200 West Chestnut Street, Lebanon, PA 17042

(717) 273-2506

Hours: Monday-Friday, 7:00 A.M. to 3:30 P.M.

Water Treatment Plant

12 East Behney Street, Lebanon, PA 17046

(717) 865-2191

Hours: Monday-Friday, 7:00 A.M. to 3:30 P.M.

Wastewater Treatment Plant

250 Dairy Road, Lebanon, PA 17042

(717) 272-2841

Hours: Monday-Friday, 7:00 A.M. to 3:30 P.M.

Utility and Billing

2311 Ridgeview Road, Lebanon, PA 17042

(717) 675-2181