

## City of Lebanon Mission Statement

Provide Quality Municipal Services to Our  
Community and Guests.

In an effort to better communicate and provide services 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 regulations for the City of Lebanon.

Please note that this is a guide and information is current as of June 2005. Revisions will be published as necessary.

The phone number for the City and County Building is (717) 273 6711.

# CITY OF LEBANON

## RESIDENT BOOKLET



**June 2005**

## **I. PERMITS AND LICENSING REGULATIONS**

### **A. Building and Zoning**

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.

#### **1. Zoning Permits**

Zoning permits shall be secured from the Building and Zoning Department 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.

#### **2. 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.

All inquiries regarding the requirements for permits, fee schedules, required inspections, etc. are handled through the department. The department also handles all permits and requirements for demolition operations.

All inquiries regarding Zoning and Building Code issues may be made in person at the Bureau of Public Works, Room #220 in the Lebanon Municipal Building or by phone at (717) 273-6711 ext 2432 Monday thru Friday 8:00 A.M. to 4:00 P.M.

### **B. Public Safety**

#### **1. Food Establishments and Restaurants**

- a. \$ 15.00 Application Fee
- b. \$ 75.00 Plan Review Fee
- c. \$125.00 Temporary Permit
- d. \$100.00 Mobile food service in county
- e. \$200.00 Mobile food service out of county
- f. \$ 55.00 Food service no alcohol
- g. \$150.00 Corp. food service no alcohol
- h. \$100.00 Food service with alcohol

#### **2. Rooming and Boarding Houses**

- a. \$15.00 Application Fee
- b. \$75.00 License Fee

#### **3. Buyer Notification Certificate for selling a property**

- a. \$15.00 Fee
- b. \$20.00 Less than 72 hour notice
- c. \$40.00 Retroactive to date of sell

#### **4. Removal of Condemnation Placard**

- a. \$250.00 Fee

### **C. Administration**

1. 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 30 days in advance.

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

### **D. Police**

1. 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 am to 3:15 M to F. Questions call 272-2711

2. Driver’s License information and testing can be obtained at the PennDOT Drivers License Center located at 900 East Cumberland Street. Questions call 272-8511. Specific information regarding licensees and registration can be obtained from <http://www.state.pa.us> the PA Power Port site.

## E. Bureau of Fire

Permits under the Bureau of Fire are for numerous activities, including, but not limited to, Dry Cleaning Establishments to welding and cutting. Persons should contact the Bureau to determine if a permit is needed for their operation. There are also fees for the installation and modification of alarms, sprinklers and standpipe systems ranging from \$60.00 to \$180.00. The Bureau of Fire also conducts fire inspections of commercial, industrial businesses and multi-residential structures with a fee based on square footage of the business ranging from \$30.00 to \$125.00.

## 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. Glass and plastic bottles
3. Leaf waste & green waste
4. Newspapers, office paper, magazines

The City asks that residents recycle plastics # 1 and #2.

All residents are offered curbside recycling through their contracted waste hauler. Please contact your hauler for recycling pick up dates.

Recycling Drop Off Center- Located at 14<sup>th</sup> and Lehman Streets, this facility is open to the public Tuesday, Thursday, and Friday from 11:00 a.m. till 5:00 p.m. and Saturday from 8:00 a.m. till 3:00 p.m. An attendant is on duty during open hours to assist in your recycling needs.

Green Waste Collection Program – All residents are urged to participate in this Spring and Fall collection of branches, shrub and lawn clippings. Collection is curbside. Dates and times are advertised through the news media.

Spring and Fall 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 receive a flyer at your residence informing you of exact dates. The Clean Up is run in a curbside and drop off fashion.

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

For more information on any of these programs, or to obtain a free recycling container, please call the City of Lebanon's Recycling Coordinator at 273-6711 ext. 2430.

## III. 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.

## IV. PARKING SPACE RENTAL LOTS

A. \$25.00 Monthly Parking Lots - Ninth and Walton; Seventh and Willow; Eighth and Spring; and Seventh and Walnut.

B. \$20.00 Monthly Parking Lots – Sixth and Crowell; Lehman and Cherry; Ninth and Mifflin; Tenth and Crowell; Tenth and Walnut; and Tenth and Oak. Call Extension 2426.

C. 2 Hour Free Parking Lots – 7<sup>th</sup> and Willow and 9<sup>th</sup> and Cumberland.

D. Parking Meter Lots – 8<sup>th</sup> and Spring; 7<sup>th</sup> and Walton; and 8<sup>th</sup> and Walton.

## V. 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 (7am – 3:30pm) – 273-2506.  
Nights, Weekends, Holidays – 272-6611.

C. Water Meter Shop. For water meter problems such as leaking meters, noisy meters, or frozen meters.  
Days (7am – 3:30pm) – 273-1354.  
Nights, Weekends, Holidays – 272-6611.

- D. Wastewater Treatment Plant. For emergency sewer main clogs.  
Days (7am – 3:30pm) – 272-2841.  
Nights, Weekends, Holidays – 272-6611.
- E. Water Billing Office. For water and sewer billing information.  
Days (8:30am – 4:30pm) – 228-4497.

**VI. PUBLIC MEETING DATES**

- A. City Council – 4<sup>th</sup> Monday of the month, 6:30 p.m., except December (3<sup>rd</sup> Monday); work session held the Thursday preceding the monthly meeting at 4:00 p.m. Meetings are held in City Council Chamber, Room 210 of the Municipal Building
- B. Board of Health – 3<sup>rd</sup> Thursday of the month, 3:00 p.m. in City Council Chamber, Room 210 of the Municipal Building
- C. Planning Commission – 2<sup>nd</sup> 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
- E. City of Lebanon Authority – 2<sup>nd</sup> Monday of the month, 4:00 p.m. Meetings are held in the Public Works Conference Room, Room 220 of the Municipal Building
- F. Vacant Property Review Committee – meetings scheduled as needed

**VII. 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.

**VIII. HEALTH, SANITATION, HOUSING MAINTENANCE CODE GUIDLINES**

The City of Lebanon Department of Public Safety is responsible for inspections of properties because complaints have been received or for those that are found to be in some type of disrepair or unsanitary condition. All properties and premises are to be maintained in a clean, safe and sanitary condition while the interior of the structure and its equipment is to be maintained in good repair, structurally sound and in a sanitary condition.

**IX. GRASS 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 cleaned off sidewalks and adjacent properties.

**X. 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. Whenever possible refuse storage containers shall be stored and maintained at the rear exterior of the property. Containers may be temporarily placed at the front exterior of the property 24 hours prior to removal service and shall not obstruct any alley or street.

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.

## **XV. CAREER/VOLUNTEER FIREIGHTERS**

The Bureau of Fire provides emergency response to all types of situations ranging from hazardous materials incidents, vehicle accidents, various types of rescues, and all manner of fires. The Bureau also provides community services such as Fire Prevention training programs, fire station tours and fire drills at various schools and businesses. This Bureau conducts fire inspections of all business, commercial and residential properties.

A. How to Become a Volunteer – There is always the need for more volunteer firefighters. Volunteers may join one of the nine city volunteer companies by contacting the nearest fire station, Fire Chief, Captain or a member of a fire company. New volunteers are considered probationary for one year and must complete a course in the Essentials of Firefighting and Hazardous Materials Operations during that first year.

B. Civil Service Testing for Fire Department- On the career side the process is somewhat different. To become a Career Firefighter a person needs to apply for a civil service exam once a position opening is announced. A candidate must pass the written exam, a physical agility test, an oral interview by the Civil Service Commission and then drug, physical and psychological tests. Civil service lists are good for two years or until exhausted of all names.

## **XVI. 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 12<sup>th</sup> Street or call 273-9326.

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 administers several County funded programs that are available to City residents. These include: Access Grants which aid in making homes accessible for physically challenged persons and lead

## **XI. LANDLORD/TENANT REQUIREMENTS**

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.

## **XII. 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.

## **XIII. MEDIATION**

The Lebanon County Mediation Services can be reached at 277-0111. They offer free mediation services dealing with neighbor/neighborhood complaints.

## **XIV. SMOKE DETECTOR GUIDELINES**

Smoke detectors are required in all residences in the city. Rental properties are required to have hard wired with battery back up. Multi-rentals of five or more units are required to have a supervised alarm system.

paint abatement grants for rental properties. The Authority maintains a website at “lebanoncountyredevelopment.com” and can be reached at (717) 274-1401 or at its main office at Washington Arms, 303 Chestnut Street, Lebanon.

**XVII. 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 the Planning Commission, the Lebanon Valley Economic Development Corporation, Lebanon County Redevelopment Authority and Lebanon 2000, Inc. in funding various projects and activities. The Office is located in the Lebanon City/County Municipal Building, Room 216 and can be reached at (717) 273-6711, Ext. 2408.

**XVIII. 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.

**XIX. 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.

**XX. DOG LAW ENFORCEMENT**

All dogs (3 months or older) need to be licensed. Licenses can be purchased at the Lebanon County Treasure’s office or authorized agents. Fees \$6 - \$8, with discounts for senior citizens. Questions call 274-2801. All dogs and cats (3 months or older) must have a current rabies vaccination. All dogs must be under control of the owner and may not enter on to the property of others. Owners of dogs are responsible to clean up after their dogs on all public and private property.

**XXI. NOISE ORDINANCE**

No person shall play musical instruments or electronic sound producing devices between 11:00 p.m. to 7:00 a.m., in such a manner to annoy or disturb any person in the city.

**XXII. 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.

**XXIII. 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.

**XXIV. 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.

**XXV. 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 City Recreation Department at 273-6711, Ext. 2474. Reservations must be made for use of all city buildings and sports fields.

Six playgrounds are available. A summer playground program is available for children ages 6 through 14. The program is held at Beautex Playground (Van Buren and Buttonwood Streets), Southeast Playground (Walnut and Lincoln Ave.), and Progressive Playground (Weidman and First Street).

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. 12<sup>th</sup> 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.

#### **XXVI. HISPANIC OUTREACH**

Webster Manor Community Center  
1012 Brock Drive, Lebanon  
(717) 273-8901

#### **XXVII. 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 2<sup>nd</sup> and 3<sup>rd</sup> Monday of each month, except December – 7:30 p.m. Meetings are held in the Conference Room, 1000 South Eighth Street, Lebanon

#### **XXVIII. COLT BUS SERVICE**

The County of Lebanon Transit Authority is the agency that supplies public transit services to the citizens of Lebanon County. The Fixed Route division provides service Monday through Saturday and is made up of city buses running on a fixed schedule. Service hours are generally 6 a.m. until 6 p.m. with limited evening service available. The Shared Ride division provides service Monday through Saturday from 8 a.m. until 6 p.m. with some limited Sunday service. The Shared Ride division provides door to door services anywhere in Lebanon County and to the Hershey area. For information on fares and schedules, call (717) 274-3664 for the Fixed Route division and (717) 274-3514 for the Shared Ride division.

#### **XXIX. 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 open 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](http://www.pacareerlink.state.pa.us)

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:

Human Resources Manager  
(717) 273-6711 ext 2401

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

#### **XXX. 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 issued until 4:00 p.m. **Exception:** The Lebanon Police Department is open 24 hours/day.

#### **Mayor's Office – Room 215**

Mayor – (717) 273-6711, Ext. 2406

**Department of Administration – Room 217**

Director of Administration/Assistant to the Mayor - (717) 273-6711, Ext. 4496  
City Clerk – (717) 273-6711, Ext. 2402  
Human Resources Manager - (717) 273-6711, Ext. 2401

**Community Development – Room 216**

Community Development Administrator – (717) 273-6711, Ext. 2408

**Finance Office – Room 113**

Finance Officer – (717) 273-6711, Ext. 4495

**Utility Billing and Tax Collection – Room 111**

Utility Billing & Tax Collection Supervisor - (717) 273-6711, Ext. 4497

**Department of Public Safety – Room 108**

Fire Commissioner – (717) 273-6711, Ext. 4486

**Department of Recreation – Room 110**

Program Coordinator – (717) 273-6711, Ext. 2474

**GIS Department – Room 212**

Administrator – (717) 273-6711, Ext. 4491

**Department of Public Works – Room 220**

Director of Public Works-City Engineer – (717) 273-6711, Ext. 4490  
Traffic Superintendent – (717) 273-6711, Ext. 2426  
Zoning & Building Officer – (717) 273-6711, Ext. 4487  
Permit Processor – (717) 273-6711, Ext. 2432  
Recycling/Refuse Coordinator – (717) 273-6711, Ext. 2430

**Lebanon Police Department – Room 116**

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

**City Satellite Offices**

**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.

**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.

**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.