



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 _____ Phone: _____

Owner Name: _____ 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 (structures 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: _____

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, easements, 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 _____

Facade 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

