



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 (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: _____

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 _____

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