

JEFFERSON TOWNSHIP PERMIT APPLICATION

487 Cortez Road

Jefferson Township, PA 18436

(570) 689-7028

Zoningofficer@jeffersontwplackawanna.gov

____ ZONING ____ BUILDING

PERMIT # _____
ZONING DISTRICT _____

DATE OF APPLICATION ____/____/____ DATE RECEIVED ____/____/____
APPLICATION IS HEREBY MADE FOR A PERMIT IN CONFORMITY WITH THE REQUIREMENT OF THE
JEFFERSON TOWNSHIP ZONING ORDINANCE 2021 AMENDED. ALL NEW CONSTRUCTION MUST COMPLY
WITH THE PENNSYLVANIA BUILDING ENERGY CONSERVATION ACT 222.

PROPERTY LOCATION / DIRECTIONS:

TAX MAP # _____

PROPOSED USE OF PROPERTY / OR IMPROVEMENT

ERECT A STRUCTURE _____

ALTER A STRUCTURE _____

REPAIR A STRUCTURE _____

ESTABLISH A USE _____

CHANGE A USE _____

ESTIMATED COST _____

BUILDING AREA _____

BUILDING HEIGHT _____

STORIES HIGH _____

PROPERTY SIZE _____

FLOOD ZONE YES ____ NO ____

DRIVEWAY PERMIT # _____

SEWAGE DISPOSAL PERMIT # _____

ON SITE

CENTRAL

TOTAL SQUARE FEET OF ANY / ALL EXISTING STRUCTURES: _____

SETBACKS (feet): FRONT ____ REAR ____ 1 SIDE ____ 2SIDE ____ REMAINING ____

FURTHER INFORMATION REQUIRED AS FOLLOWS: _____

PROPERTY OWNER _____ PHONE _____
ADDRESS _____ EMAIL _____

CONTRACTOR _____ PHONE _____
ADDRESS _____ EMAIL _____

APPLICANT _____ PHONE _____
ADDRESS _____ EMAIL _____

I HEREBY CERTIFY THAT THE ABOVE INFORMATION IS CORRECT AND TRUE TO THE BEST OF MY KNOWLEDGE.
THE ACCOMPANING PLOT AND PLANS HERETO ATTACHED AND MADE PART HEREOF IS DRAWN TO SCALE. IT
SHOWS THE ACTUAL DEMENSIONS OF THE LOT TO BE BUILT UPON, THE SIZE OF THE STRUCTURE TO BE
ERECTED OR ALTERED AND THE PROPOSED RELATIVE POSITION ON THE LOT OF SUCH STRUCTURE AND ALL
OTHER STRUCTURES.

SIGNATURE OF APPLICANT _____

*** ALL ITEMS IN THIS SECTION TO BE COMPLETED BY TOWNSHIP ***

DATE OF ACTION _____ GRANTED DENIED REMARKS _____
ZONING FEE _____ CHECK # _____
BUILDING FEES _____ CHECK # _____

A CERTIFICATE OF OCCUPANCY / USE MUST BE ISSUED PRIOR TO THE OCCUPANCY OR USE OF IMPROVEMENT

SIGNATURE OF ZONING OFFICER _____

THIS PERMIT BECOMES NULL AND VOID IF CONSTRUCTION IS NOT STARTED WITHIN SIX MONTHS AND NOT
COMPLETED BY 2 YEARS OF DATE ISSUE. THIS PERMIT DOES NOT RELEASE THE OWNER FROM THE
REQUIREMENTS OF ANY AND ALL OTHER TOWNSHIP, STATE, AND/OR FEDERAL ORDINANCES. ALL
INFORMATION SUBMITTED SUPPORTING THIS APPLICATION SHALL BECOME PART OF THE RECORDS OF
JEFFERSON TOWNSHIP, CANNOT BE RETURNED, AND MAY BE EXAMINED BY THE PUBLIC AT ANY TIME
DURING NORMAL WORKING HOURS OF THE TOWNSHIP ZONING OFFICE.

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Zoning Application Checklist:

- _____ Copy of completed Zoning Application – include tax Map Number
- _____ Written Narrative (description of Project) providing all Project details
(may fit on application in “further information required section” on application form)
- _____ 2 copies of Site Diagram (Survey Map) Prepared to scale, showing accurately and with complete dimensions, the boundaries of the site and the locations of all buildings, structures, uses, and features. Show all setbacks, driveways, well, septic, water wetlands, etc. and showing illustration of proposed changes.
- _____ 2 copies building plans 1 – Office
 1 – work site

Copy of other documents:

- _____ Township sewer “hook-up” permit or Sewage Planning Module & SEO permit
- _____ Water Source (type of potable water source)
- _____ Driveway Permit (Township Roads), Highway Occupancy Permit (State Roads)
- _____ Copy of other applicable authorizations:
County / Conservation District, PA Dept. of Labor and Industry etc.
PennDot permits where applicable, S&E plan at site as required by DEP,
- _____ Contractor’s “Certificate of Liability Insurance”
Specifically showing: “Workers Compensation and Employers’ Liability”
This can be emailed from your insurance company.
Naming Certificate Holder: Jefferson Twp 487 Cortez Rd Jefferson Township, PA 18436
(or notarized release form: Proof of Workman’s Comp & Liability Insurance)
- _____ Stormwater Drainage & Management/Soil Erosion and Sedimentation Control Plan,
Environmental Impact Statement, NPDES Permit, etc... if applicable

UCC Building Permit Applications are also necessary for:

For all electrical, plumbing, structural work, modifications of framing, beams, sheathing, etc.
and any structure 1,000sq/ft or more in aggregate,

- _____ 4 common UCC Applications are for Building, Electrical, Plumbing, Mechanical
Note: UCC permit fees are calculated after complete plans are approved

Payment:

- _____ Zoning Application Fee – check payable to Jefferson Township