



Estimated cost of project: \$ \_\_\_\_\_  
\*Must be fair market value including materials and labor

Sewage:  Public or community  Private

Water Supply:  Public or community  Private

Does this property contain wetlands? \_\_\_\_\_

Is this property within a federally designated flood plain? \_\_\_\_\_

Is this property within a planned community subject to association rules & regulations and/or deed restrictions? \_\_\_\_\_ If yes, name of the community: \_\_\_\_\_

For new structures, additions, signs, decks:

Height: \_\_\_\_\_ Length: \_\_\_\_\_ Width: \_\_\_\_\_

Floor area of new construction (sq ft): \_\_\_\_\_  
\*based on exterior dimensions, include full basement, porch, deck, attached garage

**CERTIFICATION:**

I certify that I am the owner of record, or that I have been authorized by the owner of record to submit this application and that the work described has been authorized by the owner of record. I understand and assume responsibility for the establishment of official property lines for required setbacks prior to the start of construction and agree to conform to all applicable local, state and federal laws governing the execution of this project. I certify that the Zoning Official or his representative shall have the authority to enter the areas in which this work is being performed at any reasonable hour to enforce the provisions of the codes governing this project. I further certify that this information is true and correct to the best of my knowledge and belief.

This permit is issued only for the purpose applied for and may not be occupied for this purpose until a Certificate of Compliance has been granted. Any alteration or change of use requires an additional Zoning Permit.

Applicant Name: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*\*If applicant is not land owner/building owner/contractor/architect/engineer named above*

Business Name: \_\_\_\_\_ Office Phone: \_\_\_\_\_

Applicant Mailing Address: \_\_\_\_\_

Direct/Cell Number: \_\_\_\_\_ Email: \_\_\_\_\_

**REQUIRED DOCUMENTS:**

- Site plan drawn to scale showing the following:
  - Actual Dimensions and Shape of Lot
  - Location of all structures on the property (including well, septic & accessory structures)
  - Location and height of proposed structure in relation to property lines and structures.

**FEE CALCULATIONS: \*for office use only**

Approved \_\_\_\_\_ Denied \_\_\_\_\_  
Reason for denial \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

|                           |                |
|---------------------------|----------------|
| <b>Total Permit Fees:</b> |                |
| <b>Less Deposit:</b>      | <b>\$50.00</b> |
| <b>Balance due:</b>       |                |

## Do I need a Permit?

### **Zoning Permits** are required for:

- New homes, additions, porch or porch enclosure, deck, garage, swimming pool, hot tub, shed, portable shed, fence
- Home based business or occupation, commercial business
- Property change of use (example: storage building to retail store)
- Signs: free standing, attached to buildings, window sign

### **Building Permits** are required for:

- New homes, additions, garage, new roofing, structural change to building
- To install, alter, or repair heating and cooling systems
- To install, alter, or repair plumbing or electrical systems
- Swimming Pools
- Demolition of building or structure

### **Driveway Permits** are required for:

- New driveways or alterations to driveways
- Paving of new or existing driveways (asphalt or concrete)
- Replacement of drainage pipe under driveway

### **Sewage Permits** are required for:

- New septic systems
- Repairs or alterations to septic systems (replacing pipe, adding riser, etc.)
- Home addition that includes a new bedroom
- **Pumping septic tank does NOT require a permit**

Some projects will only require a Zoning Permit or Building Permit; other projects will require both or multiple permits. Contact the Zoning Officer for guidance.

**Zoning and Building Permits:** Jackie Hart 570-441-2856; [Jackie@neic.us](mailto:Jackie@neic.us)

**Sewage Permits:** Bill Toth 570-458-0140; [dstinc24@gmail.com](mailto:dstinc24@gmail.com)

**Driveway Permits:** Twp Roads 570-473-3198 ([pointroadcrew@ptd.net](mailto:pointroadcrew@ptd.net)) ;

State Roads 570-275-0441

## ZONING PERMIT FEES

The following fees shall be paid to the Borough of Northumberland at the time the application is made for a Zoning Permit or Zoning Hearing before the Borough of Northumberland Hearing Board. No permit shall be issued, or no hearing shall be scheduled until the applicant has paid such fees to the Borough.

| CATEGORY                  | DESCRIPTION   | FEES     |                           |
|---------------------------|---|----------|---------------------------|
| <b>APPLICATION FEE</b>    | If permit is approved, fee included                                 | \$50.00  |                           |
|                           | If disapproved - pay as minimum                                     |          |                           |
| <b>COMMERCIAL</b>         |   |          |                           |
| Commercial Structures     | Construction costs \$0-\$50,000                                     | \$200.00 |                           |
|                           | Over \$50,000   | \$200.00 | Plus \$2 per each \$1,000 |
| <b>NON-COMMERCIAL</b>     |   |          |                           |
| Single Family Detached    | Construction costs \$0-\$100,000                                    | \$150.00 |                           |
|                           | Over \$100,000  | \$150.00 | Plus \$2 per each \$1,000 |
| Accessory Additions       | Patio/Patio Roof/Porch/Deck   | \$50.00  |                           |
| Free Standing Accessory   | Shed/Garage/Pole Barn/Carport                                       | \$50.00  |                           |
| Additions or Alterations  | Shed/Garage/Pole Barn/Carport                                       | \$50.00  |                           |
| Change of Use Residential | As needed   | \$50.00  |                           |
| Change of Use Commercial  | As needed   | \$200.00 |                           |
| Swimming Pools            | Above or in ground  | \$50.00  |                           |
|                           | Over \$1,000  |          | Plus \$5 per each \$1,000 |
| Demolition/Razing         | Private   | \$50.00  |                           |
|                           | Business  | \$100.00 |                           |
| Zoning Hearing Board      | Denied permit-application fee paid - must accompany ZHB application | \$600.00 |                           |
| Signs                     |   | \$40.00  |                           |
| Roadside Stands           | Operated on land owned by others                                    | \$50.00  |                           |

**Multiple actions may be accomplished on a single permit, but each requires full fee as listed. No single action fee (Private or Commercial) will exceed \$10,000**

SITE PLAN ILLUSTRATION



