

JEFFERSON TOWNSHIP PERMIT APPLICATION

487 Cortez Road

Jefferson Township, PA 18436

(570) 689-7028

Zoningofficer@jeffersontwp.lkawanna.gov

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 Sediment, 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