

**East Penn Township
Board of Supervisors
167 Municipal Road
Lehighton, PA 18235**

Phone: 570-386-5735

Fax: 570-386-4869

E-mail: eptwp@ptd.net

Zoning & Building Permit Procedures

**PLEASE ALLOW 7-14 DAYS FOR A RESPONSE AFTER
SUBMITTING ANY APPLICATION**

ZONING APPLICATION:

- Obtain application at Municipal Office or online at www.eastpenntownship.com
- Fee is \$40 plus \$.06 per square foot for accessory structures. Fees are payable after review by the Zoning Officer.
- FOR NEW RESIDENTIAL STRUCTURES ONLY: Fee is \$300. Driveway permit and Onlot Sewage Permit are required prior to approval of the zoning permit. Driveway permits are \$65 and can be obtained at the Municipal Office. Sewage permits can be obtained from the SEO. (See website for contact)
- Approved E & S Plan for earth disturbance may be required prior to zoning approval. Contact the Carbon Conservation District at 610.377.4894 for determination if E & S Plan is required.
- Submit zoning application to the Zoning Officer for processing on **Mondays ONLY between 2:30 pm and 4:30 pm**. Or you may drop them off at the Municipal Office Monday-Friday 8:30 am – 4:30 pm, there is also a secure lock box at the main entrance for after hour drop offs.

UCC – UNIFORM CONSTRUCTION CODE APPLICATIONS:

- Application can be obtained at the Municipal Office or online at www.eastpenntownship.com.
- If UCC application/permit is required, applications should be submitted in conjunction with Zoning Permit.
- Choose Inspection Company (3rd party inspector) prior to submission of the UCC Building Permit Application. A list of approved inspection companies can be obtained from the Municipal Building or online at www.eastpenntownship.com. Once you choose your inspector you must stick with that choice.
- Three (3) complete sets of construction plans shall be submitted for review. Upon permit issuance, one (1) set of approved drawings will be returned to the applicant.
- Submit application (if applicable the Zoning application at the same time) to the Municipal Office to process.

Rev: Mar-19

