

Tunkhannock Township
P.O. Box 203
Long Pond, PA 18334
570-646-3008
Fax 570-643-5469
www.longpondpa.com

BEFORE YOU SUBMIT YOUR APPLICATION BE SURE TO INCLUDE ALL OF THE FOLLOWING:

- _____ APPLICATION
- _____ PLOT PLAN (Is a general property plan used to verify that the proposed work meets the Township Zoning codes this may be hand drawn)
- _____ FLOOR PLANS & ELEVATIONS VIEWS – (1) ONE SET
- _____ COPY OF SEPTIC PERMIT (New Construction Only)
- _____ COPY OF CONTRACT FOR WORK (Bill of Sale or Estimate for work to be performed)
- _____ PA LICENSE NUMBER
- _____ COPY OF WORKERS COMP INSURANCE OR NOTARIZED/NOT NOTARIZED FORM (SEE ATTACHED FORM FOR DIRECTIONS)
- _____ FEES

ALL PERMITS WILL BE ISSUED WITHIN 30 DAYS OF RECEIPT

\$50 OR \$75 Application fee requested for zoning permit. Balance due when permit is complete. **

Residential zoning permit fee is \$.22 per square foot of living, basement, garage, decks, patios, porches, and attics with headroom's and any man made structure as defined in Tunkhannock Township Zoning Ordinance 2012-127. To simplify accounting the **balance due will be requested when the permit is complete and can be paid when permit is picked up. The Zoning Officer has thirty (30) days from date of submittal to approve a permit application.

EFFECTIVE 04/09/04 YOU MUST COMPLY WITH THE PENNSYLVANIA UNIFORM CONSTRUCTION CODE (ACT 45).

Zoning Permit Application

Tunkhannock Township

P.O. Box 203 Long Pond PA 18334

(570) 646-3008 FAX: (570) 643-5469

The Zoning Office will approve or deny all permit applications within 30 days of receipt.

DESCRIPTION OF PROPOSED WORK

Residential Commercial

Primary Vacation

**All Permits Will Be Issued
With in Thirty Days of the
Receipt Date**

Property Owner: _____

Mailing
Address: _____

City & State: _____

Zip: _____ Phone: _____

Physical Address

Development Name: _____

Lot/Sec: _____ Acreage: _____

Road Name: _____ Township: Y N

Zoning: R1 R2 C1 C2 OSW I

Adjoining Lots: Residential Commercial

Wetland: Yes No Flood Plain: Yes No

CONSTRUCTION INFORMATION

PA Contractor No. _____

CONTRACTOR: _____

Address: _____

City & State: _____

Zip: _____ Phone: _____

Improvement Size Square Feet: _____

Height: _____

Circle Foundation Type:

Basement Crawl-space Slab Pier Other

NEW CONSTRUCTION AND ADDITIONS FILL OUT ONLY

of Bedrooms: _____ # of Baths: _____

of Fireplaces: _____ #of Families: _____

of Stories _____

Heating System: _____

Mobile Home Year: _____

Off Street Parking Spaces: _____

Sewage Permit #: _____

Construction Cost: _____

Email Address: _____

Applicant Signature

Revised 10/15/18

Tunkhannock Township, Monroe County

Resolution 2024-345

FEE SCHEDULE

July 10, 2024

Applications & Permits are not valid until all applicable fees are paid

PLEASE CHECK WITH THE TOWNSHIP PRIOR TO BEGINNING ANY CONSTRUCTION

ZONING PERMIT APPLICATION FEES

- Residential Construction.....\$75
- Commercial New and Additions.....\$100
- Detached Residential Accessory Building.....\$50
- Residential Alterations Repair & Replace.....\$50
- Commercial Construction Repair & Replace...\$75
- Misc. Building Detached.....\$50

MINIMUM PERMIT AMOUNT IS \$50

Residential Construction (including mobile homes)	\$0.22 per square foot
Detached residential accessory building (over 100 square feet)*	
Commercial construction	\$0.32 square foot**
Wireless Communication Facilities	\$0.22 per square foot of all improvements/ \$0.32 per linear foot of tower/ \$0.22 per linear foot of fence plus sign costs**
Co-locating Antenna	\$50 per antenna
Above-Ground Pool	\$50
In-Ground Pool	\$50 + \$0.22 per square foot
Fencing	\$50 + \$0.22 per linear foot

ALTERATIONS & IMPROVEMENTS

Additions/Extensions	Residential.....\$0.22 per square foot Commercial.....\$0.22 per square foot
Repair, Replace or Remodel (including 25% or more of shingles/siding)	
No Additional Square Footage	Residential.....\$50 Commercial.....\$75
Additional Square Footage	Residential & Commercial.....\$0.20 per square foot

DRIVEWAY PERMITS (for connections to Township roads)

Establish Driveway	\$100 per connection
Paving Driveway	\$100 per connection

SIGN PERMITS

All Signs	\$50 + \$2.50 per square foot
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OTHER PERMITS

Change of Use (with no new construction)	\$100**
Demolition/Removal	\$100
Alarm Registration	\$30
Temporary Event	\$50
Home Occupation	\$50
Conditional Use Application/Hearing	\$1,000**
Zoning Hearing Board	\$500**
STR Appeal to BOS	\$500**
Building Code Appeal	\$500**
Joinder Deed Application	\$300

SUBDIVISIONS AND LAND DEVELOPMENT PLANS

Sketch Plan	\$500**
Minor Subdivision Plan	\$500 (5 lots and under)**
Major Subdivision Plan	\$1,000 + \$75 per lot**
Land Development	\$1,000**

LICENSES

Transient Retail Merchant	\$300 annual calendar year
Junkyard License	\$200 annual calendar year
Trash Hauler	N/C

ADDITIONAL FEES

Recreational Fee for new land developments: \$1,500 per dwelling or \$0.25 per square foot
(no recreation fee is charged for minor subdivisions only final plan approval.) of new indoor nonresidential building

Stormwater Maintenance Fund for new land developments: \$2 per cubic foot (see Section 304.A.3 of the
Tunkhannock Township Stormwater Ordinance (2006))

***Detached residential accessory buildings under 100 square feet do not require a permit**

****Additional engineering review costs, advertising, & stenographer's fees may apply**

FEES FOR APPLICATION & PERMIST OBTAINED SUBSEQUENT TO CONSTRUCTION ARE
DOUBLE THE NORMAL AMOUNT

ALL PERMITS WILL BE ISSUED WITHIN 30 DAYS OF RECEIPT OF COMPLETE
APPLICATION

BUILDING CODE PERMITS MAY ALSO BE REQUIRED