

**East Penn Township  
Board of Supervisors  
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Lehighton, PA 18235**

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**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](http://www.eastpenntownship.com)
- Fee is \$60 plus \$.10 per square foot for accessory structures. Fees are payable after review by the Zoning Officer.
- FOR NEW RESIDENTIAL STRUCTURES ONLY: Fee is \$400. 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 **Wednesday between 8:30 am and 10:30 am**. 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](http://www.eastpenntownship.com).
- If UCC application/permit is required, applications should be submitted in conjunction with Zoning Permit.
- Choose Inspection Company (3<sup>rd</sup> 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](http://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.

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