



## ROSS TOWNSHIP SUPERVISORS

MONROE COUNTY, PENNSYLVANIA  
P.O. Box 276 • Saylorsburg, PA 18353  
Municipal Garage & Office Phone: (570) 992-4990  
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HOWARD A. BEERS, JR.  
Chairman

DAVID SHAY  
Vice Chairman

RUSSELL A. KRESGE, JR.

DORIS PRICE  
Secretary

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## REQUIREMENTS FOR BUILDING PERMITS

1. Zoning Permit
2. Septic Permit (new dwellings and replacement dwellings)
3. Driveway Permit (must be attached showing location)
4. Building Permit Application
5. Worker's Compensation Insurance Coverage Information
6. Construction Agreement, Blue Prints To New Construction
7. Deed to Property that has been signed and recorded
8. Plot Plan-this is a simple drawing showing the dimensions of the property, exact location of what you are getting the permit for. You must show the setbacks from the property lines for what you are building
9. Minimum setbacks must be met: ex: Front 40' Rear 30' Side 20'  
For corner lots, that is lots that have a road on two sides of the property, there are two fronts and two rears—minimum setbacks ex: Front 40' Rear 30'

APPLICATION FOR ZONING APPROVAL

Ross Township  
Monroe County, Pennsylvania

Address/Location of Property \_\_\_\_\_

County Tax Map No. \_\_\_\_\_

Name of Applicant \_\_\_\_\_

Name of Current Property Owner \_\_\_\_\_

Name of Applicant's Representative (if applicable) \_\_\_\_\_

Mailing Address of Applicant or Representative \_\_\_\_\_

Present Use of Property \_\_\_\_\_

Proposed Use of Property \_\_\_\_\_

Name of Zoning District \_\_\_\_\_ (See Zoning Map)

Size of Property \_\_\_\_\_

This is an application for: (please check all that apply)

- New Building or Structure
- Change of Use of Lot/Building
- Sign
- Swimming Pool
- Hearing/Approval by the Zoning Hearing Board (complete the required attachment)
- Conditional Use Approval by the Supervisors (complete the required attachment)
- Other: \_\_\_\_\_
- Building Addition
- New or Additional Use of Lot/Building
- Fence
- Home Occupation

Describe the Proposed Project or Request below. If required under Section 103.D. of the Zoning Ordinance, attach a site plan showing the existing and proposed structures and uses on the site. For a sign, describe the height, length, width, lighting and location. Please attach additional pages if needed.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Ross Township Application for Zoning Approval - Page 2*

I hereby affirm that all of the information stated on this application and any attachments is true and correct, and that I have the permission of the current landowner(s) to submit this application.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Person Signing

*Please also complete and attach the "Attachment for a Conditional Use or a Zoning Hearing Board Hearing" if requesting a conditional use, special exception use, zoning variance or other appeal to the Zoning Hearing Board.*

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**For Township Staff Use Only:**

Application Number \_\_\_\_\_

Date Received \_\_\_\_\_

Fee Paid \_\_\_\_\_

Date of Approval or Denial \_\_\_\_\_

Action Taken on Application \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Staff Comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Any Conditions on Permit or Approval \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**ROSS TOWNSHIP BUILDING PERMIT**

**TAX ID Number#** \_\_\_\_\_ **PIN#** \_\_\_\_\_

**Application Date** \_\_\_\_\_

**Name of Property Owner** \_\_\_\_\_

**Address of Property Owner** \_\_\_\_\_

**Telephone Number** \_\_\_\_\_

**Location of Construction** \_\_\_\_\_

**Contractor** \_\_\_\_\_

**Address and Phone** \_\_\_\_\_

**Type of Construction** Residential \_\_\_\_\_ Commercial \_\_\_\_\_

**Size of Building** \_\_\_\_\_ **Square Footage.** Size is determined by first floor & second floor plus garage, decks, porches. 15 cents a square foot plus \$25.00 if over 200 square feet. Zone permit fee is \$20.00; Driveway Permit is \$25.00

**Zone Permit** \_\_\_\_\_ **Building Permit** \_\_\_\_\_ **Driveway** \_\_\_\_\_ **Total** \_\_\_\_\_

After excavating has begun, but before footers or any other construction, the permit officer shall be notified and no other work shall resume until the site has been inspected for setback distances. For construction of a dwelling, the sewage system must be installed and connected and the dwelling must be supplied with pressurized water prior to occupancy. Notify the township office for inspection before occupancy.

An occupancy permit must be obtained before home is occupied.

Please note that any aggrieved party may appeal a building permit within 30 days of its issuance. If the permit is issued, any work undertaken pursuant to the permit is at your own risk during this 30 day appeal period. It will be the applicant's responsibility to obtain all necessary wetland encroachment permits if required.

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Approved by**

\_\_\_\_\_  
**Date Approved**

**ROSS TOWNSHIP ZONE PERMIT INFORMATION**

**TAX ID Number#** \_\_\_\_\_ **PIN#** \_\_\_\_\_

**Application Date** \_\_\_\_\_

**Name of Property Owner** \_\_\_\_\_

**Address of Property Owner** \_\_\_\_\_

**Telephone Number** \_\_\_\_\_

**Location of Construction** \_\_\_\_\_

**Contractor** \_\_\_\_\_

**Address and Phone** \_\_\_\_\_

**Type of Construction** Residential \_\_\_\_\_ Commercial \_\_\_\_\_

**Size of Building** \_\_\_\_\_ **Square Footage.** Size is determined by first floor & second floor plus garage, decks, porches. 15 cents a square foot plus \$45.00 if over 200 square feet. If under 200 square feet the cost is \$20.00. A required zone permit carries minimum cost of \$20.00. Inspection Cpsts are subject to Inspection Company review.

**Driveway Permit Cost.....\$25.00**

**Total Zone Permit Cost** \_\_\_\_\_

**Inspection Permit Cost** \_\_\_\_\_

**See Attached List**

**All setbacks must be approved prior to Construction and when construction is started the attached schedule must be followed.**

**Please note that any aggrieved party may appeal a building permit within 30 days of its issuance. If the permit is issued, any work undertaken pursuant to the permit is at your own risk during this 30 day appeal period. It will be the applicant's responsibility to obtain all necessary wetland encroachment permits if required.**

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Approved by**

\_\_\_\_\_  
**Date Approved**



**ROSS TOWNSHIP**  
**Inspections by THB Inc. t/a Lehigh Valley Inspection Service**  
P.O. Box 423, Orefield, Pa. 18069  
800-431-5847 Fax 610-395-2231

**Building Permit Application Form**

This form must be completed and neatly printed or typed

FEE \_\_\_\_\_

Tracking # \_\_\_\_\_ Permit# \_\_\_\_\_  
by inspector by Borough

Property Pin # \_\_\_\_\_ Electric Job # \_\_\_\_\_  
by owner/contractor by contractor

Zoning Permit # \_\_\_\_\_

Builder/Contractor/Applicant Name \_\_\_\_\_

Address \_\_\_\_\_  
Street # Street Name City State Zip

Workman's Compensation Policy # \_\_\_\_\_ attach copy of ins.

Phone #s \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Office Cell Fax

Owners Name \_\_\_\_\_

Address of Prosperity \_\_\_\_\_  
Street # Street Name Lot #

Phone #s \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Application For \_\_\_\_\_

Type use - examples, new house, garage, in ground pool ect:

Usage Residential \_\_\_\_\_ Other \_\_\_\_\_

Square Footages

Basement _____	Crawl Space _____	Garage _____
First Floor _____	Second Floor _____	Third Floor _____
Patio _____	Deck _____	Shed _____

**MUST BE POSTED ON JOB SITE AT ALL TIMES**

**An approved set of plans must be on site for every inspection or no inspections will be performed**

**All inspections as per Act 45 of the UCC**

*Lehigh Valley Inspection Service*  
*610-395-3827 Inspection Check List.*

**APPROVED PLANS MUST BE ON SITE AT TIME OF INSPECTIONS**

1. Footer/Piers [before concrete pour]
2. Foundation & damp proofing
3. Electrical service and rough wire  
Rough plumbing [80 lbs. Pressure test at time of inspection]  
Mechanical  
Framing
4. All finals

**CERTIFICATE OF OCCUPANCY REQUEST CHECKLIST**

- 1 Electrical is ready for final.
- 2 Plumbing ready for final.
- 3 Gutters and downspouts are installed.
- 4 Property address displayed on front of house or mailbox. [3" letters]
- 5 Driveway Completed
- 6 Final Grading Completed      Retaining Walls Completed
- 7 Handrails and Guardrails Completed
- 8 Exterior Door Hardware is installed
- 9 Attic Access Panel Installed (22x30)
- 10 Well Water Tested      Results At Time Of Final Inspection
- 11 Septic System Approved
- 12 Door Bell Working
- 13 Water System On      Water Heater Operating
- 14 HVAC System Working
- 15 Condensation Lines Terminated Into An Approved Location
- 16 Openings, Cracks And Holes In Basement Concrete Slab Must Be Sealed
- 17 Sidewalks Installed

**When All Of The Above Items Are Completed Call For A Final Inspection**

## REQUIREMENTS FOR BUILDING PERMITS

### RESIDENTIAL

\_\_\_ 3 SETS OF PLANS

\_\_\_ 3 SETS OF REScheck, ON THE INTERNET AT [www.energycodes.gov](http://www.energycodes.gov)

\_\_\_ ZONING APPROVAL

\_\_\_ BUILDING PERMIT APPLICATION MUST BE COMPLETED

\_\_\_ 1 SET DIRECTIONS FROM 33

### COMMERICAL

\_\_\_ 3 SETS OF PLANS

\_\_\_ 3 SETS OF COMcheck, ON THE INTERNET AT [www.energycodes.gov](http://www.energycodes.gov)

\_\_\_ ZONING APPROVAL

\_\_\_ BUILDING PERMIT APPLICATION MUST BE COMPLETED

\_\_\_ 1 SET DIRECTIONS FROM 33