



COOLBAUGH TOWNSHIP

Codes & Zoning Department

5520 Municipal Drive, Tobyhanna, PA 18466
570-894-8490 Fax 570-894-8413
www.coolbaughtwp.org

Process to change the number of bedrooms to a property:

The process is as follows:

- Septic requirements must be verified first to check septic capacity or sewer capacity if on public/community sewer.
- **Public/Community Sewer:** Sewer authority serving the property must be contacted by property owner to verify capacity and written verification provided with zoning application.
- **On-Lot Septic System:** Tank and drain field capacity must be verified and written confirmation provided with zoning application. Acceptable forms of written verification include system design, soil test results, and permitting documentation. If system design, soil test results, and permitting documentation are not available and/or the system was installed prior to the Sewage Facilities Regulations in Pennsylvania, the system capacity will default to a maximum of three (3) bedrooms.
- A zoning permit must be applied for and issued after onsite inspection (number of bedrooms and bathrooms will be listed on the permit) <https://coolbaughtwp.org/resources/forms-documents/>
- Choose application option “shed, deck, patio, pool, gazebo, hot tub etc.”
- Select “other” and input “adding bedroom(s)”
- A building permit must be applied for and issued. <https://coolbaughtwp.org/resources/forms-documents/>
- A building certificate of occupancy/compliance must be issued.
- A zoning certificate of compliance must be issued after onsite inspection showing the total number of bedrooms and bathrooms.
- The property owner must produce the building certificate of occupancy/compliance and the zoning certificate of compliance with a signed letter to the Monroe County Assessment office requesting the additional bedrooms to be added. <https://www.monroecountypa.gov/departments/assessment>
- Monroe County Assessment Office will complete a review of the application and update the number of bedrooms to the property.
- Only when the property is updated by Monroe County Assessment Office in their records will any changes be reflected on any permits in Coolbaugh Township