COOLBAUGH TOWNSHIP
Codes & Zoning Department

5520 Municipal Drive, Tobyhanna, PA 18466
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www.coolbaughtwp.org

ADDITIONS AND NEW CONSTRUCTION REQUIREMENTS.

Each property proposing an "Addition to an Existing Dwelling" or a "New Dwelling" shall apply for a "Zoning Permit" and will also require the following:

- A Zoning Permit Application (all zoning permit applications are digitally submitted, processed & issued).
- Visit our website https://coolbaughtwp.org/ and click "Permit Submissions"
- Attach the following documents:
    - A stamped survey showing the required setbacks with the proposed location of the structure (including driveway if it is a new structure).
    - Complete set of plans (digital is accepted through the application portal).
    - Public Sewage Certificate or On Lot Sewage Permit (additions that are not adding bedrooms do not need sewage certificate/permit)
- Sewage Permit (all sewage permit applications are digitally submitted, processed & issued).
- Building Permit. https://coolbaughtwp.org/departments/building-codes/. (All building permits are processed through our 3rd party building inspection company.)

Prior to an Addition or a New Dwelling being occupied a "Final Zoning Certificate" must be issued.

For a "Final Zoning Certificate" to be issued the following is required:

- An As-Built Survey showing the Addition or New Dwelling (including decks, patios, sheds, garages, driveway etc.)
- A passing final certificate from the Building Dept.
- A passing final certificate from the Sewage Authority or Sewage Dept.