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/bathrooms/ 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.
- A Zoning Permit must be applied for and will be issued after verification with sketch plan (number of bedrooms and bathrooms will be listed on the permit) https://coolbaughtwp.org/resources/forms-documents/
- The Zoning application **must** have a sketch plan of the dwelling showing the dimensions and location of each room in the home. The plan does not need to be to scale or be professionally drafted.
- The additional room(s) must be clearly noted on the plan.
- A Building Permit must be applied for and issued. https://coolbaughtwp.org/departments/building-codes/
- A Building Certificate of Occupancy/Compliance must be issued.
- A Zoning Final Certificate must be issued after onsite inspection showing the total number of bedrooms and bathrooms.
- A copy of the Building Certificate of Occupancy/Compliance and the Zoning Final Certificate will be sent to the Monroe County Assessment Office requesting additional bedroom(s) to be added.
- 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