

## **Covington Township** **Required Construction Permits**

Prior to obtaining a building or zoning permit, you must first apply for a Sewage Permit.

- **SEWAGE**: **Gary Enslin, Covington Twp. Sewage Enforcement Officer**  
if on-site (570) 241--8743 by appointment  
or  
**Ann Bentler, Covington Township Sewer Authority**  
if central sewer (570) 842-0757

### **What must be submitted with a Sewage Permit application?**

1. If it is an on-lot system, your property MUST be tested and perked.
2. A septic design provided with assistance from the Sewage Enforcement Officer.
3. A check or money order made payable to Covington Township for \$455.00. (This is to cover related testing and costs of perking the property.)
4. If it is a central sewer system, you must contact the Covington Sewer Authority and pay the appropriate hook up costs.

Once your sewer permit is approved you may apply for both Driveway /Highway Occupancy and Zoning Permits.

- **DRIVEWAYS**: Driveway permits are required for all driveways.

If driveway is off of a township road contact

**Thomas Hall, Road Department**  
(570) 840-0728 by appointment

or

If driveway is off of a state road, contact **Penn DOT** (570) 963-4067

### **What must be submitted with a Driveway/Highway Occupancy Permit application?**

1. Two sets of plans detailing location and pertinent dimensions of the proposed installation 30 days prior to the anticipated start of work
2. A check or money order payable to Covington Township (see attached fee schedule)

- **ZONING**: **Ronald Donati, Zoning Enforcement Officer** (570) 842-0457

### **When do you need a Zoning Permit?**

- When you build a new structure on your property or enlarge an existing structure
- When you erect a new sign, or change the size or content of an existing sign
- When you erect a fence, install a satellite dish greater than 3', install an outdoor wood burner or install an in ground or above ground swimming pool
- When you change the use of or start a new use on a property
- When you replace a mobile home

**There are two types of zoning permits:**

1. Structure permits: for signs, fences, sheds, decks, satellite dishes, swimming pools, outdoor furnaces, etc.
2. Use Permits: this permit allows a property owner to use his or her property in a certain way. For example, a person may apply for a permit to build a garage on their property. However, approval of the structure does not allow the property owner to “use” the garage in a commercial capacity. To use the garage as a business location, the property owner must obtain a **use permit**.

**What types of buildings require permits?**

1. Single Family Residence
2. Accessory Buildings such as detached garages and sheds
3. Multi-Family Residences and Commercial Structures
4. Existing structures that will be renovated or expanded

**What must be submitted with Zoning Permit application?**

1. Approved driveway/highway occupancy permit
2. Approved sewer permit
3. Plot plan showing structures, proposed and existing, and distances from lot line
4. Floor plans showing intended use of each room
5. Valid agreement of sale or deed if owned less than two years
6. Application fee \$25.00 + 2¢ per square foot (residential).  
\$50.00 + 3¢ per square foot (commercial/industrial) see attached Fee Schedule
7. A check or money order payable to Covington Township

Once your zoning permit is approved, you may fill out an application for a Building Permit.

○ **BUILDING: David Lamm, Building Inspector** (570) 842-4607 by appointment

**What must be submitted with Building Permit application?**

1. Four copies of construction drawings including architectural, mechanical, plumbing & electrical. See attached application & fee guidelines
2. Four copies of plot plans showing structures, proposed and existing, and distance from lot lines
3. Four copies of building plans including floor plan listing with intended use of each room
4. Certificate of insurance from your contractor
5. Building Permit application must be notarized
6. Fee will be determined after review of application

Submit all applications to:

Covington Township Municipal Office  
20 Moffat Drive, Covington Township, PA 18444

Monday – Friday 9 am – 4 pm  
Telephone (570) 842-0457 Fax (570) 842-2144

[www.covingtonwp.org](http://www.covingtonwp.org)