

**BOROUGH OF JESSUP
LACKAWANNA COUNTY, PENNSYLVANIA
RESOLUTION # 12 OF 2026**

**A RESOLUTION OF THE BOROUGH OF JESSUP ADOPTING A FEE SCHEDULE FOR
ZONING PERMITS AND APPLICATIONS**

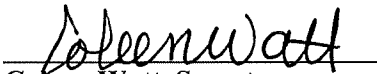
WHEREAS, on November 23, 2020, the Borough of Jessup Council adopted the Borough of Jessup Zoning Ordinance, and thereafter amended it from time to time.

WHEREAS, Section 1407 of the Zoning Ordinance indicates that Borough Council shall enact a fee schedule.

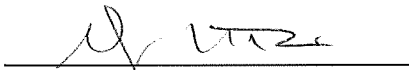
NOW, THEREFORE, BE IT RESOLVED, that the Borough of Jessup Council adopts this resolution approving that the attached fee schedule for Zoning Permits and Applications.

THIS RESOLUTION IS DULY ENACTED AND APPROVED at a public meeting duly advertised by a majority vote of Jessup Borough Council on this 5th day of August, 2026.

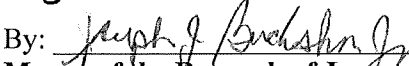
ATTEST:


Coleen Watt, Secretary

THE BOROUGH OF JESSUP


Council President

EXAMINED AND APPROVED THIS 5th **DAY OF** August, 2026.

By: 
Mayor of the Borough of Jessup

SCHEDULE OF ZONING FEES

1. Zoning Application Fee (non-refundable & included in listed fees)

Residential	\$75.00
Commercial (includes Short-Term Rentals)	\$150.00

2. Zoning Permits

Residential (New Construction and Additions)

Single Family and Two Family Dwellings	\$75.00
Plus \$0.30 per square foot of gross floor space plus \$25 CO fee (includes basements, decks, porches, garages, etc.)	

Multifamily Residential Dwelling	\$100.00
Plus \$0.30 per square foot of gross floor space plus \$25 CO fee (includes basements, decks, porches, garages, etc.)	

Accessory Structure (up to 200 square feet includes CO fee)	\$75.00
Plus \$0.25 per square foot of building space over 200 square feet plus \$25 CO fee (includes decks, patios, swimming pools, sheds, etc.)	

Re-inspection fee	\$50.00
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Revision to approved permit	\$50.00
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Non-residential

Commercial (New construction & additions)	\$150.00
Plus \$0.35 per square foot of gross building space (Includes wireless communication sites)	

Public/Semi-Public Uses	\$250.00
Plus \$0.35 per square foot of gross building space	

New Signs	\$150.00
Plus \$2.50 per square foot	

New Off Premise Signs (Includes Billboards)	\$250.00
(Per face)	

All Sign Copy Changes	\$100.00 plus \$2.50 per sq. ft. over 50 sq. ft.
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Accessory Structure to Non-residential Use (up to 200 sq. ft.)	\$150.00
Plus \$0.25 per square foot over 200 sq. ft. plus \$25 CO fee	

Re-inspection fee	\$ 50.00
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Revision to approved permit	\$ 50.00
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3. Certificate of Zoning Compliance

Basic Zoning Verification letter confirming zoning district and permitted uses. (No Plan Review)

Residential\$75.00

Non-residential\$150.00

No new development proposed; no detailed site or dimensional review is required.

Zoning Compliance Letter with Plan Review

Residential Development\$ 250.00

Commercial Development..... \$ 500.00

*Site plans, surveys, or construction drawings must be reviewed.
Setbacks, use compliance, parking, signage, etc. are evaluated.*

Complex / Large Commercial or Legal Certification Letters

Multi-Use/Commercial.....\$ 1,000.00 *for the initial review and any work in excess of the initial review shall be billed at \$150.00 per hour.*

*Multi-use/commercial sites. Nonconformities must be documented.
Floodplain, conditional use history, or prior approvals are reviewed.*

4. Certificate of Non-conformity

Residential\$50.00

Non-residential\$100.00

5. Applications to Zoning Hearing Board (Variance, Special Exception, Appeal)

Residential and Non-residential\$750.00
or as amended

NOTE: If costs incurred by Penn Forest Township exceed the above referenced fee, additional fees shall be billed to the applicant and must be paid prior to the issuance of a Zoning Permit.

6. Conditional Use Permit

Residential\$750.00
Plus \$25.00 per dwelling unit or mobile home

Non-residential 1,000.00
Plus \$50.00 per structure or \$50.00 per acre, if there are no structures

NOTE: If costs incurred by Penn Forest Township exceed the above referenced fee, additional fees shall be billed to the applicant and must be paid prior to the issuance of a Zoning Permit.

7. Amendments

Amendment to Text of Ordinance\$1,000.00

Amendment to Zoning Map\$2,500.00

Amendment Submitted as Curative Amendment\$3,500.00

NOTE: If costs incurred by Penn Forest Township exceed the above referenced fee, additional fees shall be billed to the applicant and must be paid prior to the issuance of a Zoning Permit.

8. Other Permits

Parking Lots

Less than one acre\$250.00

More than one acre.....\$500.00

Change of Use (with no new construction) \$100.00

Home Occupations\$150.00

Temporary Structures/Use.....\$200.00

Roadside Stand.....\$25.00

Driveways.....\$35.00

Zoning Certificate of Occupancy.....\$25.00

FAILURE TO OBTAIN A ZONING PERMIT PRIOR TO THE START OF ANY WORK SHALL RESULT IN A FEE ONE AND ONE-HALF TIMES THE ABOVE NOTED FEES AT THE DISCRETION OF THE ZONING OFFICER.
