



Pocono Springs
Civic Association
At Home With Nature

PERMIT FEES

Revised: 01/18/2025

Revised Permit Fee Schedule and Procedure

The following procedures and fee schedule were presented and approved at the January 18, 2025 Board of Directors meeting.

PSCA Rules and Regulation state under Section 18 Structures:

- a) No building or structure of any type shall be erected or brought upon a lot in Pocono Springs without first obtaining the approval of PSCA.
- d) Building permit requirements are covered in the Architectural Rules.
- e) Applicants for building permits shall make proper application to PSCA and shall abide by any and all the Architectural Rules and Regulations then in effect.
- f) Permits will only be issued to owners in good standing.

Permits are required for some exterior work done on your property. We do not require permits for any work done in the interior of your home. That does not mean that the Township where you reside does have a requirement. Our permit does not coincide with the Township permit list. We may require a permit for some items where the Township may not require a permit. Contact the PSCA office anytime you plan to work on the exterior of your home.

- Any exterior repair work of-10% or less of existing conditions does not require a permit.
- Failure to obtain a permit can result in a fine of \$1000.00 for a home,
 - \$500 for other construction, plus the cost of the permit fee.
 - \$50.00 per week for a failure to stop work after receiving notice.
- The Property Owner is responsible for obtaining permits and their fees.
- The contractor's compliance to abide by the rules is essential since the Property Owner will be the one receiving any citation for violations incurred by the contractor anywhere in the Association.
- Examples of the types of violations are but are not limited to:
 - Performing any work without a permit.
 - Not having the required permit posted in plain sight.
 - Evacuating any land before a permit is issued.
 - Noncompliance to having a dumpster or portable toilet if it is required for the project.
 - The burning of tree stumps, limbs, branches, or alike within the Pocono Springs Association is prohibited on any lot without functioning well.
 - The burning of any construction material is completely prohibited.
 - Any deviation from the approved project without approval from the PSCA office will result in a "stop-work order" plus a fine.
 - Placing contractor's advertising signs at the construction site or anywhere on. PSCA property is prohibited.
 - The removal of any trees outside the originally approved designated area without written approval of PSCA will be subject to a fine.
 - Disposing of construction debris in the community compactor or elsewhere on the Association property.

Permit Process

- The PSCA office requires seven (7) days to turn around a permit application.
- Permit inspections are typically done Monday through Friday.

- A completed permit application must be filled out before any permit inspection can be completed.
- When requesting a permit for a tree cutting, the Property Owner must identify the trees by placing a ribbon or a piece of cloth around the tree that they wish to take down. Do not paint the tree since it may not be approved for removal.
- The contractor's name and phone number must be supplied before approval on all permits.
- On the back of each permit application is a small box. In this area, you are to draw a stick figure-like drawing, identifying the deck's location, accessory building, or trees to be cut down, etc.
- It is the responsibility of the Property Owner to establish their official property lines. The PSCA staff cannot be responsible for any measurements based on the property line supplied by the homeowner.
- It is the Property Owner's responsibility when requesting a permit to stake out the area if required designating the placement of any project. This is so the inspector can ensure that the proper setbacks are met before approving the permit. Again, setbacks are determined by the official property lines submitted by the Property Owner.
- If the Township that your home resides in requires a permit for the project, you should apply for that permit first before obtaining the PSCA permit. During the process, it is suggested that you begin your application with PSCA to ensure that there are no obstacles that would hinder your permit with the Township.
- These procedures are only for remodeling and replacing existing work at your home or property. Refer to the Architectural Guidelines when building new homes.

Permit Fee Schedule

Type of work	Fees	Notes
New Homes		
Stick built homes	\$500	Please review arc guidelines for other requirements
Modular/manufactured homes	\$500	Please review arc guidelines for other requirements
Damage deposit – Stick built home	\$2000	Refundable
Damage deposit – Modular/Manufactured homes	\$5000	Refundable
Additions		
Enclosing an existing space	\$75	Conversion of a deck porch into a sunroom or living space
Sunroom	\$75	
Chimney		
New	\$0	
Repairs	\$0	
Decks		
New and replacement	\$25	
Repairs less than a total of 10%	\$0	10% or less walking surface, supports steps & railing
Boat dock	\$50	Must have the proper approvals for dep/fish commission
Porch, new and replacement	\$25	
Patio, new and replacement	\$25	
Exterior painting and staining	\$0	Still needs a permit and must have a paint sample approved
Siding new	\$25	Besides permitting colors, it must be approved
Window replacements	\$0	
Driveway		
Paving and repaving	\$50	
Stoning/gravel	\$0	

Accessory buildings		
Shed, gazebo	\$25	
Garage, single	\$50	Attached or detached
Garage, double	\$50	Attached or detached
Roofing		
Repairs less than 200 square feet	\$0	
Replacement of more than 50%	0	
Solar panel on the roof	\$50	
Type of work	Fees	Notes
Septic,		
Percolation test	\$0	
Replacement	\$0	Refundable Damage Deposit \$500.00
New septic system	\$0	Refundable Damage Deposit \$500.00
New well	\$0	Please review ARC guidelines for other requirements
Generator permit	\$0	No fee per guideline 2024
Tree permit	\$15 1-5 tree	Trees removed without permit fine \$100 per tree
	\$25 5 or more	
	\$0	Dead trees
Dog runs	\$50	
Frech Drain	\$0	
Other items		
Variance application	\$250	Non-refundable
Building without a permit(s)		
Home	\$1,000	Plus, the required permits
Other construction	\$500	Plus, the required permits
Failure to Stop Work	\$50.00 per week	After receiving notice
Failure to replace trees	\$200 per tree	Not planted six months after the initial approval