

Lower Nazareth Township Online Permitting System

PERMIT APPLICATION

If you are applying for a permit, choose **Zoning Department** and select the Permit you are applying for by using the scroll bar on the right – **Select!**:

The screenshot shows a window titled "Zoning Department" with a close button (X) in the top right corner. It contains a scrollable list of permit types, each with a description and a "Select" button:

- ACCESSORY BUILDING**
Use this permit application for installation of a fence. Do NOT use this application if you are also installing an in-ground pool. The fence is part of an in-ground pool application and cannot be applied for thru this portal. [Select](#)
- BURNING PERMIT**
Burning Permits are required for any fire set in conjunction with agricultural farming operations. Permits are NOT issued for burning residential brush, leaves or trash, residential bonfires, etc. See Township website for RECYCLING YARD WASTE. [Select](#)
- DECK OR PATIO**
This Permit is for a residential patio or deck, less than 30 inches from grade or one that does NOT have a roof. You will be required to provide a plot plan and Worker's Compensation insurance certificate. Please be prepared to upload those documents when prompted. A Building Permit is required for any residential patio or deck, more than 30 inches from grade or with a roof. A Building Permit application cannot be made thru this portal. Please apply for a Building Permit in person or by mail. [Select](#)
- DEMOLITION**
Use this permit application for the demolition or razing of a structure. [Select](#)
- DRIVEWAY PERMIT**

Complete the information on each page. Depending on the type of permit, you will need to provide information pertinent to that type of use.

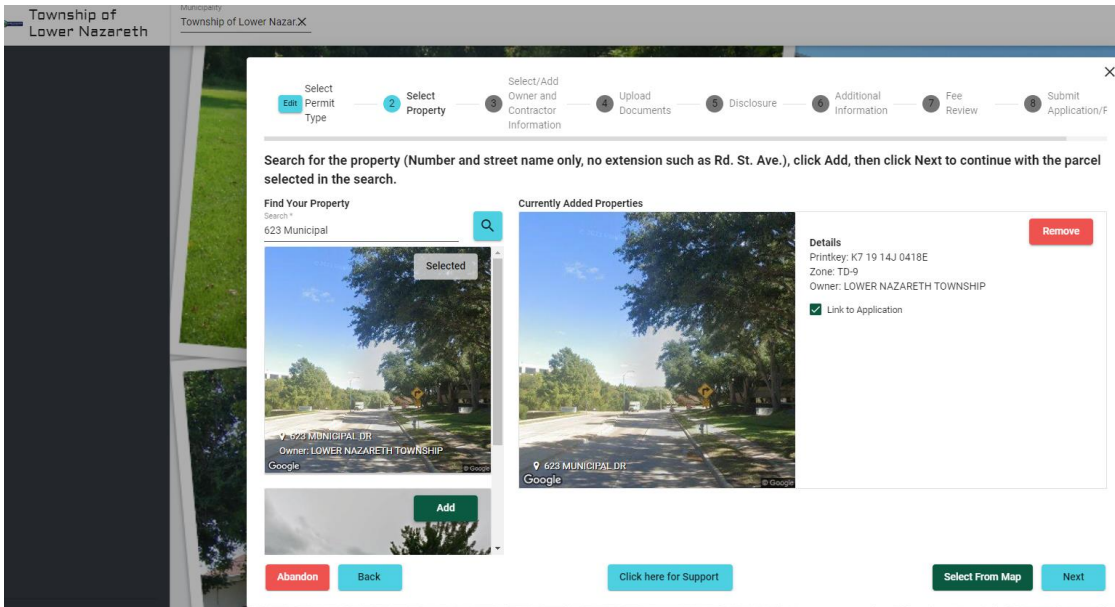
The screenshot shows the "Township of Lower Nazareth" online permitting system. The header includes the municipality name and a dropdown menu for "Municipality" set to "Township of Lower Nazareth". A progress bar at the top indicates the current step: "1. Select Permit Type".

The main form area is titled "Please select the Application/Permit Type you would like to apply for:" and contains the following fields:

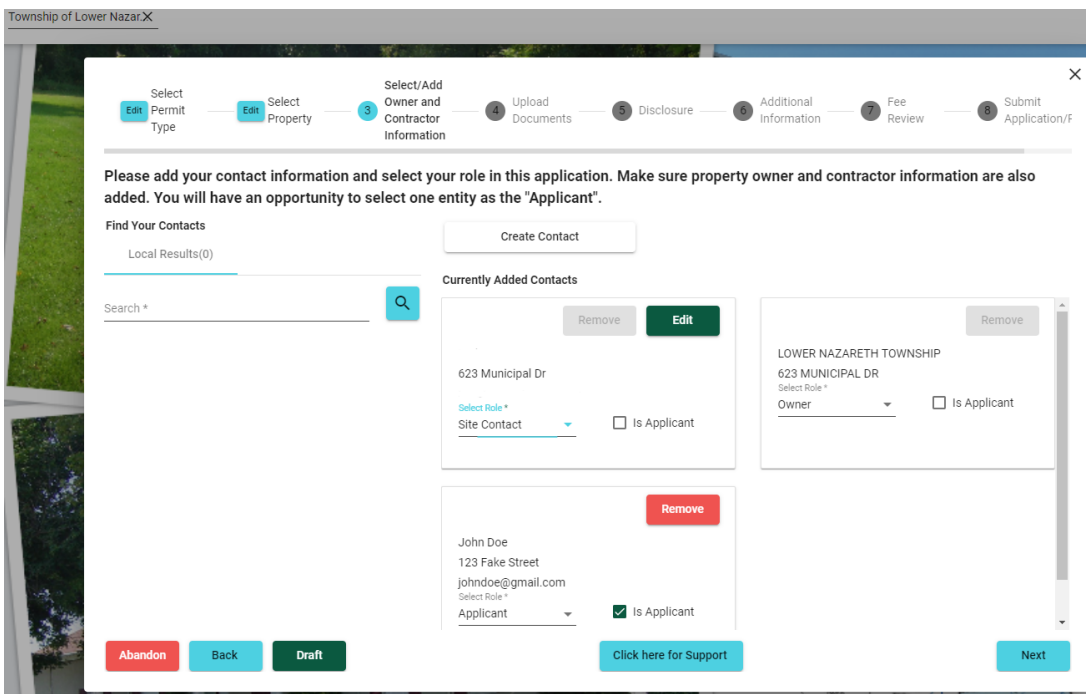
- Department: **Zoning Online**
- Permit Type: **ZONING PERMIT - ACCESSORY BUILDING**
- Detailed Description: **shed**
- Cost of Construction: **1200**
- Structure Length in feet: **10**
- Structure Width in feet: **20**
- Structure Height in feet: **12**
- Square Footage: **200**
- Number of Stories: **1**

At the bottom of the form, there are two buttons: "Click here for Support" and "Next".

Search for the property you are applying for. *When searching, Less is more!* Only enter the number and the first few letters of the street name and click the blue magnifying glass. Find your property and click the green “Add” button to add it to your application. Click Next to continue.



The Contact step will automatically add the owner of the property and you as the applicant. You can add any contacts you feel are relevant to this job (Ex: Architect, Contractor, Engineer, etc). Search for contacts first and if you don't find them click “Create contact” to add new contacts. Click NEXT to continue.



There is required information for most permits. You may be asked to upload a Worker's Compensation Certificate, a plot plan, etc. You may also include any information you may believe is relevant to your application. ****You will not be able to proceed until all Required Documents have been submitted.****

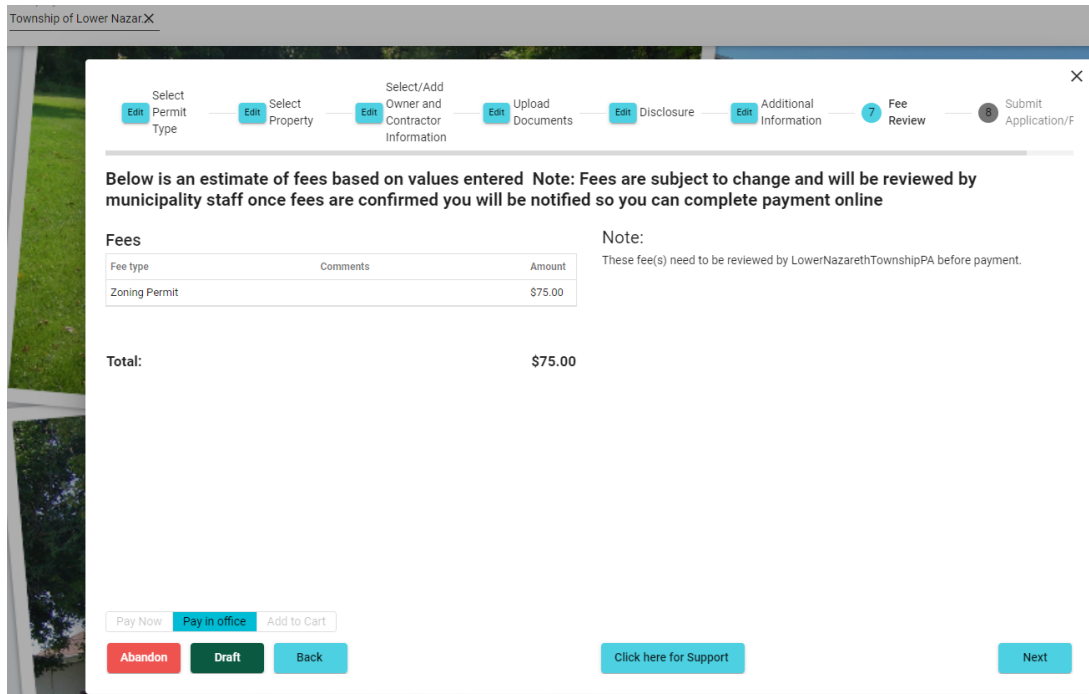
If you do not have your documents available, you can save your application as a DRAFT by selecting the Green button on the bottom of the page. You can then come back and add it later. Once all Required Documents have been updated, you can Select NEXT and move on to the next page.

This screenshot shows the 'Upload Documents' step of a permit application process. At the top, a progress bar indicates the current step is 4, 'Upload Documents', with previous steps 'Select Permit Type', 'Select Property', and 'Select/Add Owner and Contractor Information' completed. The main content area contains a warning: 'Please upload required documents Listed Below. You will not be able to move forward until all REQUIRED documents have been submitted. You may also upload additional documents in support of your application.' Below this, it lists allowed file types: DOC, DOCX, GIF, JPG, JPEG, PDF, PNG, DXF, CSV, XLS, XLSX, XLSM, XLSB. A large dashed box prompts the user to 'Drag and Drop or click here to upload'. Below this are two file selection boxes: '0 Sample Lot Plan.pdf' and 'Workers Comp Affidavit.pdf'. A section titled 'Select a file from the list to associate the Document with the corresponding DocumentType:' shows two dropdown menus: '1. Plot Plan *' with '0 Sample Lot Plan.pdf' selected, and '2. Workers Compensation Insurance Certificate or Completed Affidavit Certificate *' with 'Workers Comp Affidavit...' selected. At the bottom, there are buttons for 'Abandon', 'Back', 'Draft', 'Click here for Support', and 'Next'.

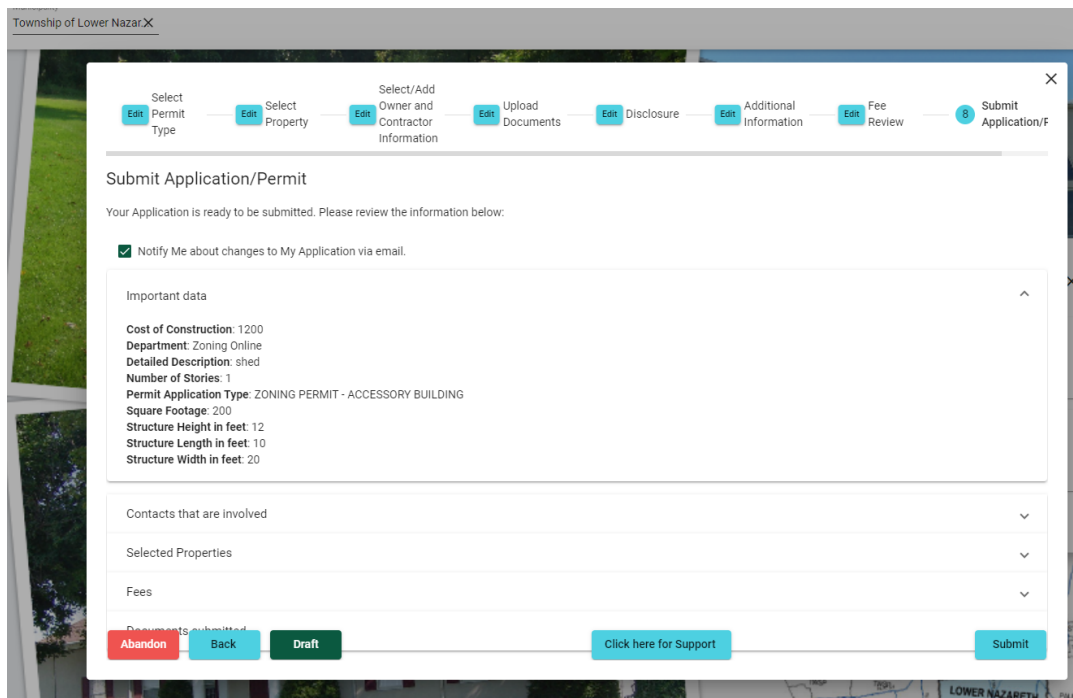
Sign your name by typing your name exactly as depicted and select NEXT.

This screenshot shows the signature step of the permit application process. The progress bar at the top indicates the current step is 5, 'Disclosure', with previous steps completed. The main content area contains a disclaimer: 'The Applicant certifies that all information on this application is correct and the work will be completed in accordance with the 'approved' construction documents. The property owner and Applicant assume the responsibility of locating all property lines, setback lines, easements, rights-of-way, flood areas, etc. Issuance of a permit and approval of construction documents shall not be construed as authority to violate, cancel or set aside any provisions of the codes or ordinances of Lower Nazareth Township or any other governing body. The Applicant certifies he/she understands all the applicable codes, ordinances, and regulations. The application, together with plans and attachments, are made part of this application by the undersigned. The Applicant and Owner also agree they are responsible for the replacement of any township road to township standards, which are damaged during the building of the permitted structure or improvement.' Below this is another disclaimer: 'By signing this application, authorization is granted to any municipal representative of Lower Nazareth Township to access the above property as stated within this application at any reasonable hour; to inspect and verify that any proposed use and/or structure contained within this application and/or that exists on the above property complies with all Lower Nazareth Township ordinances; and states that the information provided on this application by the Applicant(s) and owner(s) is true and correct to the best of their knowledge or belief.' A red line of text states: 'Under penalty of perjury, I hereby certify that all of the above statements contained in this application to Lower Nazareth Township herewith are true and correct to the best of my knowledge and belief.' Below this, a prompt asks the user to 'Please enter the following name Lori Seese:' and provides a text input field with 'Lori Seese' entered. At the bottom, there are buttons for 'Abandon', 'Back', 'Draft', 'Click here for Support', and 'Next'.

One of the last screens will be the payment screen. The estimated fees are provided for your information. Payment will not be required until your application has been reviewed. You will receive a separate email notifying you that the application has been accepted and payment is required.



The final screen will show you the data for the application. Click the down arrow for each section to make sure everything is right before submitting. If you need to change anything, you can click the "Back" button or the "Edit" buttons at the top to edit your application. Click Submit when you're ready to submit.



Once submitted, you will see a summary of your application and the ability to add contacts or additional documents to your application.

The screenshot shows a user interface for an application summary. At the top left, there is a 'Parcel' section with a small image and text: 'Nazareth, 18064', 'Lower Nazareth Township', and '623 Municipal Dr, K7 19 14J 0418e'. To its right is an 'Application' section with a document icon and text: '24-0361' and 'Submitted, Zoning Permit - Accessory Building'. Below this is a 'Subscribed' section with the text 'Application: 24-0361' and a document icon. To the right of this is an 'Accessory Details' table with the following data:

Accessory Details			
Cost of Construction	Structure Length in feet	Structure Width in feet	Structure Height in feet
1200	10	20	12
Square Footage	Number of Stories		
200	1		

Below the table is a navigation bar with 'Document 3 Edit', 'Contact 3 Edit', 'Fee 1', and 'Comment 0'. Underneath is a table with columns: 'Thumbnail', 'Name', 'Description', and 'Date Created'. The table contains three rows of document entries:

Thumbnail	Name	Description	Date Created
	Workers Compensation Insurance Certificate o...	Workers Compensation Insurance Certificate o...	09/18/2024
	Plot Plan.pdf	Plot Plan.pdf uploaded by ·	09/18/2024
	AdditionalInformation009-18-24 094548.docx	AdditionalInformation009-18-24 094548.docx ...	09/18/2024

You can come back to access your application at any time by clicking on "My Dashboard" in the top left corner.

The screenshot shows the home page of the Township of Lower Nazareth PA Permit Portal. The header includes the township logo and name 'Township of Lower Nazareth PA'. Below the header, there is a welcome message: 'Welcome to the Township of Lower Nazareth, PA Permit Portal!' and a dropdown menu for 'Municipality' with 'Township of Lower Nazareth...' selected. A 'Terms of use' link is also present. A prominent blue button in the bottom left corner says 'Click here for Support'. On the right side, there is a search bar with the text 'Find all of Township of Lower Nazareth PA Township online services here: Use an option from the left or buttons below.' Below the search bar is a grid of six service buttons: 'My Dashboard', 'Property Lookup', 'Map/GIS', 'Zoning Department', 'Submit an Issue', and 'Pay Fees'.

If you need **HELP**, there is a **Support** button on the lower left corner of the screen.