

No. _____

LOCATION OF PROPOSED WORK OR IMPROVEMENT

Zoning District _____

Site Address: _____ Tax Parcel # _____

Lot # _____ Subdivision/Land Development: _____ Phase: _____ Section: _____

Owner: _____ Email: _____

Mailing Address: _____ Phone #: _____

Occupant/Tenant: _____ Email: _____

Mailing Address: _____ Phone #: _____

Contractor: _____ Email: _____

Mailing Address: _____ Phone #: _____

Architect: _____ Email: _____

Mailing Address: _____ Phone #: _____

TYPE OF WORK OR IMPROVEMENT (Check One) ☐ New Building ☐ Addition ☐ Alteration
☐ Repair ☐ Demolition ☐ Temporary Trailer ☐ Sprinkler ☐ Other (Shed, Driveway, Fence, etc.)

Describe the proposed work: _____

NOTE: If setting up a manufactured home, the following number is also **REQUIRED**.
* MANUFACTURED HOUSING BOARD LICENSE # _____

ESTIMATED COST OF CONSTRUCTION (reasonable fair market value) \$ _____

DESCRIPTION OF BUILDING USE (Check One)

RESIDENTIAL
☐ One-Family Dwelling (R-3) ☐ Two-Family Dwelling (R-3) ☐ Multi-Family (R-2) ☐ Hotels (R-1)

NON-RESIDENTIAL Specific Use: _____ Use Group: _____

Change in Use ☐ YES ☐ NO If yes, Indicate Former: _____

Maximum Occupancy Load _____ Maximum Live Load _____

BUILDING/SITE CHARACTERISTICS

Number of Residential Dwelling Units: _____ Existing _____ Proposed _____

Mechanical: Indicate Type of Heating / Ventilating / Air Conditioning (i.e. electric, gas, oil, etc.) _____

Water Service: (Check) ☐ Public ☐ Private Sewer Service: (Check) ☐ Public ☐ Private

Does or will your building contain any of the following:

Fireplace(s): Number _____ Type of Fuel _____ BTU's _____ Type Vent _____

Elevator/Escalators: ☐ YES ☐ NO Lifts/Moving Walks: ☐ YES ☐ NO

Sprinkler System: ☐ YES ☐ NO Pressure Vessels: ☐ YES ☐ NO

Refrigeration Systems: ☐ YES ☐ NO

BUILDING DIMENSIONS

Existing Building Area: _____ sq. ft.
Proposed Building Area: _____ sq. ft.
Total Building Area: _____ sq. ft.

Number Of Stories: _____
Height of Structure Above Grade: _____ ft.
Area of the Largest Floor: _____ sq. ft.

FLOODPLAIN (This section is REQUIRED to be completed)

Is the site located within an identified flood prone area? (Check One)

☐ YES

☐ NO

What Zone? (Check One) _____ A _____ AE _____ X

Will any portion of the flood prone area be developed? (Check One)

☐ YES

☐ NO

Owner/Agent shall verify that any proposed construction activity complies with the requirements of the National Flood Insurance Program and the Pennsylvania Flood Plain Management Act (Act 166-1978), specifically *Section 60.3 (d)*. Fair Market Value of Structures \$ _____

******Start of work must commence within 180 days from the issuance of permit ******

PROPERTY OWNER CERTIFICATION

I, the owner/lessee of the property subject of this building permit do hereby acknowledge that it is my sole responsibility to be certain the exact location of my property lines, as well as any Flood Hazard areas, other covenants, deed restrictions, easements or rights of way encumbering same (as shown on my deed); and by submitting this permit application am certifying that all proposed construction will be in accordance to all required setbacks, based upon my property location.

PROPERTY

OWNER SIGNATURE **X** _____ **PRINT NAME** _____

The applicant certifies that all information on this application is correct and the work will be completed in accordance with the "approved" construction documents and PA Act 45 (Uniform Construction Code) and any additional approved building code requirements adopted by the Municipality. The property owner and applicant assumes 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 the Municipality or any other governing body. The applicant certifies he/she understands all the applicable codes, ordinances and regulations.

Application for a permit shall be made by the *owner* or lessee of the building or structure only if there is no contractor involved, or *agent* of either, or by the *registered design professional* employed in connection with the proposed work.

I certify that the code administrator or the code administrator's authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit.

X

SIGNATURE of Property Owner

Print Name of Property Owner

X

SIGNATURE of Authorized Agent/Contractor

Print Name of Authorized Agent/Contractor

Contractor Address

Date

Directions to Site: _____

FOR CODE ADMINISTRATOR USE ONLY

ADDITIONAL PERMITS / APPROVALS REQUIRED:

☐ STREET CUT/DRIVEWAY	APPROVED _____
☐ CUT AND FILL	APPROVED _____
☐ PENNDOT HIGHWAY OCCUPANCY	APPROVED _____
☐ DEP FLOODWAY OR FLOODPLAIN	APPROVED _____
☐ SEWER CONNECTION	APPROVED _____
☐ ON-LOT SEPTIC	APPROVED _____
☐ ZONING	APPROVED _____
☐ HARB	APPROVED _____
☐ OTHER _____	APPROVED _____

PROJECT DOCUMENTS (DRAWINGS & CALCULATIONS)

Type of document:	Submitted	Signed & Sealed	Date:	Revision Date:
Foundation Plans	☐ Yes ☐ No	☐ Yes ☐ No	_____	_____
Construction Drawings	☐ Yes ☐ No	☐ Yes ☐ No	_____	_____
Electrical Drawings	☐ Yes ☐ No	☐ Yes ☐ No	_____	_____
Mechanical Drawings	☐ Yes ☐ No	☐ Yes ☐ No	_____	_____
Plumbing Drawings	☐ Yes ☐ No	☐ Yes ☐ No	_____	_____
Specifications	☐ Yes ☐ No	☐ Yes ☐ No	_____	_____
Workers Comp Certificate	☐ Yes ☐ No		_____	_____

APPROVALS:

BUILDING PERMIT DENIED: Date _____ Date Returned _____

BUILDING PERMIT APPROVED: _____ Date _____

ZONING / CODE ADMINISTRATOR _____

Date Issued _____ Date of Inspection _____

BUILDING PERMIT FEE _____ SPRINKLER PERMIT FEE (if appl.) _____

PLAN REVIEW FEE (if appl.) _____ ZONING PERMIT FEE (if appl.) _____

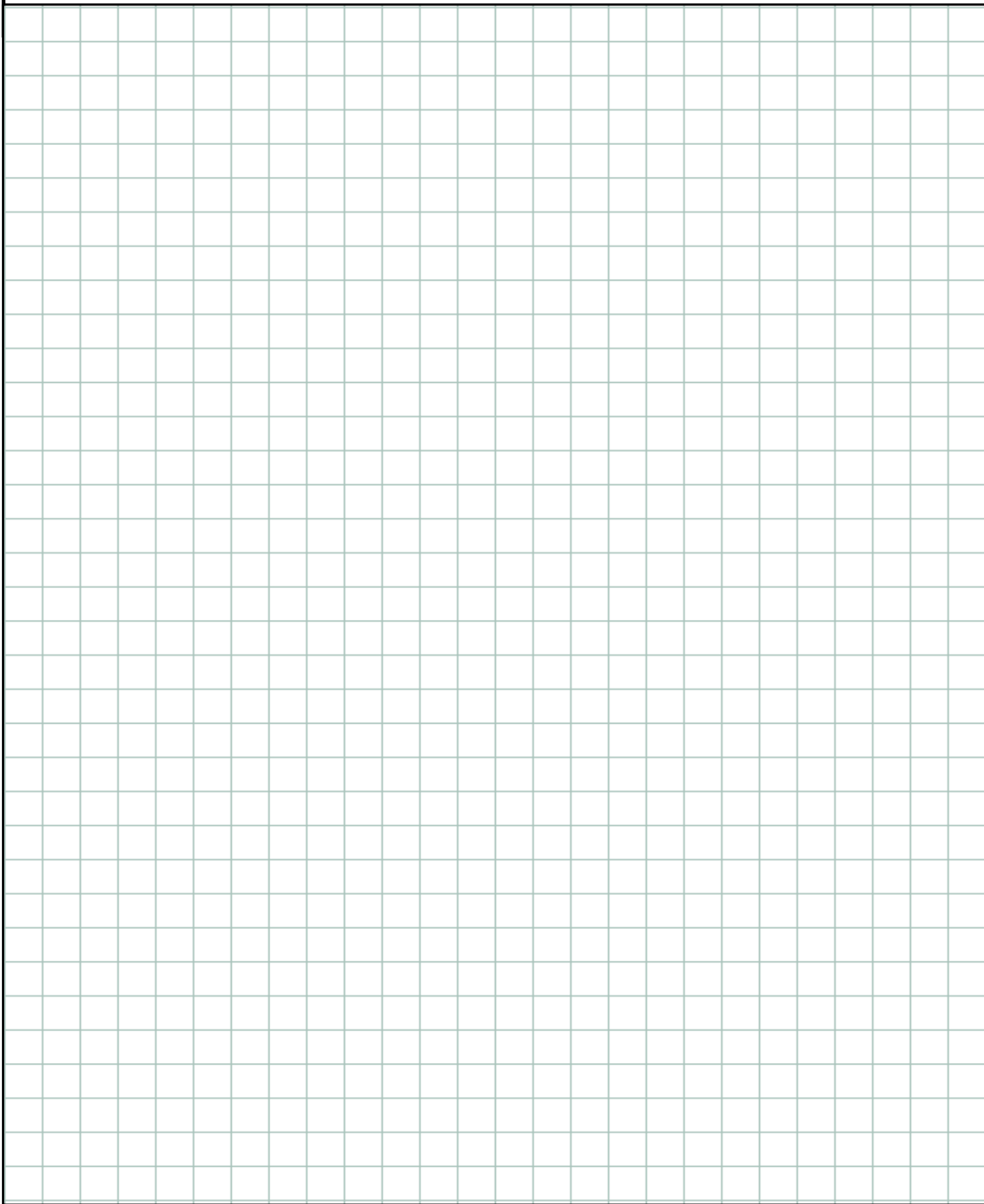
TOWNSHIP FEE _____ APPLICATION FEE (if appl.) _____

PA STATE UCC FEE _____ OTHER _____

TOTAL DUE \$ _____

NOTES:

**SITE OR PLOT PLAN – FOR APPLICANT USE – SHOW ALL PROPERTY LINES -LABEL STREETS AND ALLEYS-
ALL EXISTING STRUCTURES**





TO BE ACCEPTED, **COMMERCIAL BUILDING PERMIT APPLICATIONS MUST INCLUDE EACH OF THE FOLLOWING:**

- ☐ **Completed permit application(s).** Must be filled out and signed by contractor or person doing the work. On your application, please provide a valid email address for correspondence. No faxed or emailed applications will be accepted.

REMINDER: Separate permits are required for plumbing, mechanical/HVAC, and electrical work.

- ☐ **Non-refundable application fee** (\$150.00) for each permit application payable to **Whitehall Township**. Additional fees will be due at permit issuance.
- ☐ **Certificate of insurance** showing Worker's Compensation coverage OR a notarized exemption affidavit form. The insurance certificate must list Whitehall Township as the certificate holder. *We do not keep any insurance certificates on file.*
- ☐ **A site plan** showing property lines, setbacks for proposed structure, all existing structures on lot, property line dimensions, and any right-of-way or easements encumbering lot.
- ☐ **Construction plans.** Submit THREE (3) complete sets of "sealed" drawings. Wet seals and digital seals are both acceptable. Both construction plans and applications must include the correct street address, business name, and suite number.

*For more information on plan requirements or code requirements, please see the "Commercial Permit Plan Requirements and Code Guidelines" document.

- ☐ Contractor must have a valid Business Privilege License with the Treasurer's office.
- ☐ A **use permit** and the appropriate fee must be submitted by any new business owner and approved by the Zoning Officer **prior** to the township accepting any construction permits.
 - This permit provides certification that the proposed use is in accordance with the regulations of the Zoning Ordinance and the Zoning District in which the site is located. *Each use permit must be submitted with a parking plan and if it is a restaurant, a seating plan is required.*

**ALL ITEMS MUST BE COMPLETE AT TIME OF SUBMISSION. FAILURE TO COMPLETE
ALL ITEMS WILL RESULT IN APPLICATION DENIAL.**

Please submit all documents to the Township at 3219 MacArthur Road, Whitehall, PA 18052.



**WHITEHALL TOWNSHIP
RESIDENTIAL SUBMISSION CHECKLIST**

Revised OCTOBER 2022

**TO BE ACCEPTED, RESIDENTIAL BUILDING PERMIT
APPLICATIONS MUST INCLUDE EACH OF THE FOLLOWING:**

- ☐ **Completed permit application(s).** Must be filled out and signed by contractor or person doing the work. On your application, please provide a valid email address for correspondence. No faxed or emailed applications will be accepted.

REMINDER: Separate permits are required for plumbing, mechanical/HVAC, and electrical work.

- ☐ **Non-refundable application fee** (\$60.00) for each permit application payable to **Whitehall Township**. Additional fees will be due at permit issuance.
- ☐ **Certificate of insurance** showing Worker's Compensation coverage *OR* a notarized exemption affidavit form. The insurance certificate must list Whitehall Township as the certificate holder. We do not keep any insurance certificates on file.
- ☐ **A site plan** showing all setbacks for proposed structure, all existing structures on lot, property line dimensions and what surrounds the property, and any right of ways or easements encumbering lot.
- ☐ **Construction plans.** Any new single-family homes or additions will require THREE (3) sets of construction drawings for review (must be 1/4 "scale). Any other type of residential construction typically requires TWO (2) sets of construction drawings for review (i.e., decks, pools, patios, roofs, kitchen, or bathroom alterations, etc.)

*For more information on plan/drawing requirements or code requirements, please see the "Residential Permit Plan Requirements and Code Guidelines" document.

- ☐ Contractor must have a valid Business Privilege License with the Treasurer's office.

**ALL ITEMS MUST BE COMPLETE AT TIME OF SUBMISSION. FAILURE TO COMPLETE
ALL ITEMS WILL RESULT IN APPLICATION DENIAL.**

Please submit hard copies of all documents to the Township at 3219 MacArthur Road, Whitehall, PA 18052.