



**WHITEHALL TOWNSHIP
ROOF PERMIT CHECKLIST**

Revised AUGUST 2025

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

- ☐ **Completed building permit application.** Must be filled out and signed by the 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.
- ☐ **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.*
- ☐ **For residential roof repairs or replacements,** provide a detailed listing of materials to be used on the roof.
- ☐ **Residential roof permit fees:** The **total** permit fee for a RESIDENTIAL roof re-shingle with NO structural changes is \$159.50 and must be paid at time of submission.
 - PLEASE NOTE: Replacements involving structural changes/repairs of any type will require additional inspections and will result in additional fees over and above the \$159.50 amount. Remaining balance can be paid at permit issuance.
- ☐ **For commercial/multi-family roof repairs or replacements,**
 - Submit THREE (3) copies of the listing of materials to be used including underlayment, drip edge flashing, ice shield, and finish materials.
 - Cut sheets and/or manufacturer's instructions should be submitted on multi-ply and built-up roof systems.
 - Must indicate the square footage of the affected area in the "building dimension" section of the building permit application.
- ☐ **Commercial roof permit fees:** The non-refundable permit application fee of \$150.00 is due at time of submission. Additional fees will be due at permit issuance.
- ☐ Contractor must contact the Treasurer (Ext. 1143) for business license status/requirements. No work can be done in the township without a valid license.

**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.

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**

