**LOCATION OF PROPOSED WORK OR IMPROVEMENT**

<table>
<thead>
<tr>
<th>Zoning District</th>
<th>Site Address:</th>
<th>Tax Parcel #</th>
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<tr>
<th>Lot #</th>
<th>Subdivision/Land Development:</th>
<th>Phase</th>
<th>Section</th>
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</table>

**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**

<table>
<thead>
<tr>
<th>Number of Residential Dwelling Units:</th>
<th>Existing</th>
<th>Proposed</th>
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</thead>
</table>

**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
- **Sprinkler System:** ☐ YES ☐ NO
- **Refrigeration Systems:** ☐ YES ☐ NO
- **Lifts/Moving Walks:** ☐ YES ☐ NO
- **Pressure Vessels:** ☐ YES ☐ NO
- **Does or will your building contain any of the following:**

---

**REVISED 10/2023**
BUILDING DIMENSIONS

Existing Building Area: __________ sq. ft.     Number Of Stories: ___________________  
Proposed Building Area: __________ sq. ft.     Height of Structure Above Grade: ________ ft.  
Total Building Area: ____________ sq. 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 ____________________________  PRINT NAME ____________________________

SIGNATURE of Property Owner

X ____________________________  PRINT NAME ____________________________

SIGNATURE of Authorized Agent/Contractor

Contractor Address ____________________________  Date ____________________________

Directions to Site: ____________________________________________
### ADDITIONAL PERMITS / APPROVALS REQUIRED:

<table>
<thead>
<tr>
<th>Permit Type</th>
<th>Approved</th>
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<tr>
<td>STREET CUT/DRIVEWAY</td>
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<td>CUT AND FILL</td>
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<td>DEP FLOODWAY OR FLOODPLAIN</td>
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### PROJECT DOCUMENTS (DRAWINGS & CALCULATIONS)

<table>
<thead>
<tr>
<th>Type of document</th>
<th>Submitted</th>
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<th>Date</th>
<th>Revision Date</th>
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<tbody>
<tr>
<td>Foundation Plans</td>
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<td>Construction Drawings</td>
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<td>Workers Comp Certificate</td>
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### APPROVALS:

<table>
<thead>
<tr>
<th>Permit</th>
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<tr>
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<tr>
<td>BUILDING PERMIT APPROVED</td>
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<td>ZONING / CODE ADMINISTRATOR</td>
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<td>SPRINKLER PERMIT FEE (if appl.)</td>
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<td>PLAN REVIEW FEE (if appl.)</td>
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<td>ZONING PERMIT FEE (if appl.)</td>
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<td>TOWNSHIP FEE</td>
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<td>APPLICATION FEE (if appl.)</td>
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### TOTAL DUE $__________

### NOTES:

- STREET CUT/DRIVEWAY
- PENNDOT HIGHWAY OCCUPANCY
- DEP FLOODWAY OR FLOODPLAIN
- ON-LOT SEPTIC
- ZONING
- HARBO
- OTHER

- BUILDING PERMIT DENIED
- BUILDING PERMIT APPROVED
- ZONING / CODE ADMINISTRATOR

- TOTAL DUE

- NOTES:
SITE OR PLOT PLAN – FOR APPLICANT USE – SHOW ALL PROPERTY LINES -LABEL STREETS AND ALLEYS-
ALL EXISTING STRUCTURES
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 need 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 ¼ “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.

610-437-5524 Ext. 1131
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 need 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. 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.

610-437-5524 Ext. 1131