

# Whitehall Township

Bureau of Planning, Zoning & Development  
 3219 MacArthur Road  
 Whitehall PA 18052  
 610-437-5524  
 www.whitehalltownship.com

## SOME HELPFUL CONTACTS/LINKS:

Keycodes Inspection Agency  
 610-866-9663  
 www.keycodes.net

Whitehall Township Commercial and Industrial Development Authority  
 610-264-9228

Whitehall Area Chamber of Commerce  
 610-432-4130

Pennsylvania Department of Agriculture  
 610-489-1003  
 www.agriculture.state.pa.us

Lehigh Valley Economic Development Corporation (LVEDC)  
 www.lehighvalley.org  
 610-266-6775

Lehigh County Office of Community and Economic Development  
 610-782-3614

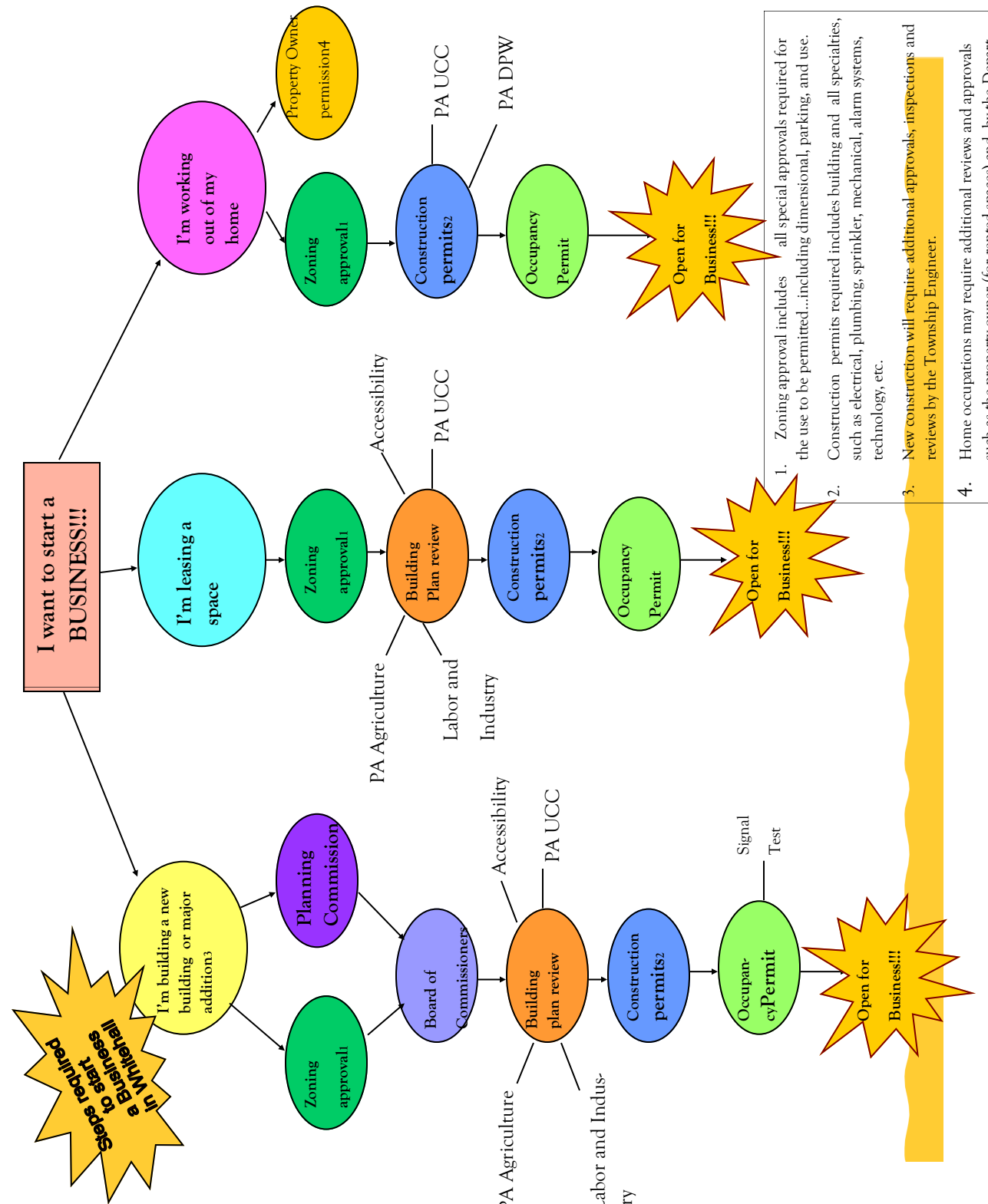
Pennsylvania Department of Labor and Industry  
 www.dli.state.pa.us

# Whitehall Township

## New Business Brochure



Basic information you need to know before starting your business in Whitehall



1. Zoning approval includes all special approvals required for the use to be permitted...including dimensional, parking, and use.
2. Construction permits required includes building and all specialties, such as electrical, plumbing, sprinkler, mechanical, alarm systems, technology, etc.
3. New construction will require additional approvals, inspections and reviews by the Township Engineer.
4. Home occupations may require additional reviews and approvals such as the property owner (for rented spaces) and by the Department of Public Welfare for daycare type uses

# Welcome to Whitehall Township!

The Bureau of Planning, Zoning and Development of Whitehall Township congratulates you on your decision to open a business in our vibrant community. This guide is intended to provide a very

brief overview of the issues and permits you need to consider when locating your business here. Please remember that we are always available to provide additional information, and there are many helpful links and resources also available on the Township's website at [www.whitehalltownship.com](http://www.whitehalltownship.com), or you can stop by and visit our offices and secure any of the forms there.

Please also know that this guide will provide information primarily pertaining to the Development Department. Additional licenses, permits and reviews may be required by other agencies, which we attempt to list here, but our list may not be all-inclusive.



**You have big plans, and we have the information you need!**

## Do I Need A Permit?

The easy and quick answer is YES! You will need permits....the following is a list of those you will and may need, depending upon the level of work you intend to do to locate your business:

- Certificate of Occupancy—even when no alterations are proposed
- Sign Permits—for any new or altered signs
- Construction (Building) permits—including but not limited to electrical, plumbing, mechanical, low voltage (communications), etc. for all construction. Demolition that involves asbestos will require additional approvals from the State.
- Use (Zoning) permit—i.e., can I do THAT THERE?
- Business License and Zoning Certification

All forms for those items listed are on the Township's website. Basically, first you will need zoning approval to locate your business where you want to locate it (not every use is permitted in every zone); you will need construction permits for any work you are proposing to do to locate your business, and you will need

a Certificate of Use and Occupancy to get the final 'green light' to operate under both Township and State of Pennsylvania laws. You may also need outside agency approvals, such as PA Department of Agriculture and Labor and Industry.

Building Permit Application

You should also know that you will be required to provide information regarding the type of business you are intending to operate, detailed information about the space you are intending to occupy and documentation from the property owner (for leased or rented spaces—this includes the apartment owner if you are intending on starting a business out of your home) that you are permitted to have a business at your proposed location.



**The intensity of your proposed space alterations determines the level of review**

All permits and approvals will be based upon the degree of work you intend to do to open your business, and the intensity of your operations. Where extensive renovations are proposed, you will be required to have a design professional (typically an architect) draft plans for your proposed renovations. This is required pursuant to the Pennsylvania Uniform Construction Code. Several other regulations may be 'triggered' if you are doing extensive work, as well if you are occupying a space that was not previously used for business purposes....such as regulations enforced under the American With Disabilities Act. Locally we must enforce these regulations to make certain all businesses and services are equally available to the public. These standards can NOT be waived, so if you have a concern that there may be an accessibility issue with your new space you will need to address this early on in your planning process.

Parking and exterior improvements are also a concern, as Whitehall is committed to preserving the vibrant and attractive nature of our commercial

community. Depending upon the size of your business and the space you will occupy, you may be required to do some exterior as well as interior upgrades.

Of course, new construction is an entirely different matter. Several layers of approvals may be needed, including Planning Commission and Board of Commissioner review. Compliance with the Township's zoning regulations is a MUST, as this ordinance rules where any proposed use may be located in the Township. It is always a good idea, when planning to open or start a business in Whitehall, to contact the Zoning Officer first.

Additional incentives and funding opportunities may be available through the Whitehall Township Commercial and Industrial Development Authority or the Lehigh Valley Economic Development Authority. Contact information for each is attached.

We wish you the best of luck in your endeavors and remain committed to assisting you through the process!

