

New Business Information Packet



Revised July 2022



Welcome to Whitehall Township, we hope that your proposed business is successful, and we are happy that you have chosen Whitehall as the location where you want to be!

This booklet is prepared to give guidance and information that you will need when starting up your business here. It is intended to help you with information, but is a guide only, and is not intended, nor could it be all-encompassing. We encourage you to contact us and discuss with us your needs and interests and ask any questions you may have. To help you along, please know there are also specialized information packets for in-home occupations and daycare facilities, with regulations specifically targeted to these uses explained. They are also available on our website at www.whitehalltownship.org.

Starting out is complicated enough, we realize, and if you do not work with all of the regulations on a daily basis, they will seem cumbersome and at times intimidating. That is why we are here to help.

The starting point for your business will always be the zoning department, which will tell you if what you want to do is permitted in the location where you want to do it. That is the biggest hurdle! Zoning will also look at items such as your parking demand, your exterior improvements required, and review any other issues regulated by the zoning ordinance.

Once you get this information, you can proceed to prepare your information to secure the necessary permits and information to get your business up and running.

You will *always* need the following items prior to opening ANY business, and may need more depending upon the level of alterations you propose:

- Occupancy Permit
- Use Permit
- Business License and Zoning Certification

Please review the information contained herein and feel free to contact us!

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REQUIRED PERMITS AND PROCEDURES FOR NEW BUSINESSES SEEKING TO LOCATE IN WHITEHALL TOWNSHIP

If you are a business proposing to establish your facility in Whitehall Township, there are a number of permits and procedures required prior to occupying or using a structure and opening for business. The forms below can be found on our website at www.whitehalltownship.org. **THE FOLLOWING IS MEANT TO BE A GUIDELINE ONLY.**

PERMITS REQUIRED:

USE APPLICATION AND 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. This form must be completed by the proposed Tenant. The form with an original signature and appropriate fee must be submitted to the Zoning Officer and approved prior to any permit applications or Certificate of Occupancy Inspection Request Form being submitted. For Commercial projects, must submit a parking plan and for any Restaurants, a seating plan must also be submitted with this application.

BUILDING PERMITS – for any proposed alterations (interior or exterior); a building permit must be secured, prior to any work commencing. A Certificate of Occupancy is required prior to occupying structure or opening of any business and will be issued when all final inspections are performed and approved by the appropriate inspection office. Allow a minimum of 3-5 days to issue.

- a. **Electrical Permits** – required for any electrical work; electrical permits are also required for any electrical signs.
- b. **Plumbing Permits** – required for any plumbing work; Whitehall Township requires that work be done by a Master Plumber licensed by Whitehall Township.
- c. **Sprinkler Permits** – required for any sprinkler work.
- d. **Mechanical Permits** – required for any HVAC work.
- e. **Sign Permit** – needed prior to the erection of any new sign or prior to any alteration of existing sign(s), including change of face.
- f. **Energy Compliance** – required for any new construction or additions.
- g. **Flood Zone Information** - required for any property located in a flood zone, special restrictions will apply.

BUSINESS PRIVILEGE LICENSE - all contractors are required to have a valid Whitehall Township Business Privilege License prior to securing *any* permits. For more information, contact the Treasurer's office at 610-437-5524 Ext. 1144.

ZONING CERTIFICATION FORM - required to be completed by any Business Privilege License holder.

CERTIFICATE OF OCCUPANCY / OCCUPANCY PERMIT – required prior to occupying structure or opening of any business. This form must be completed when there are no alterations being done and submitted with the appropriate fee. A Certificate of Occupancy will be issued when all final inspections are performed and approved by the appropriate inspection office. *Please allow a minimum of 3-5 business days to issue.*

PLEASE KNOW THAT YOU WILL BE REQUIRED TO PROVIDE INFORMATION REGARDING:

- Square footage of lot.
- Square footage of all structures, existing and proposed.
- Number and type of employees.
- Number and type of company owned vehicles.
- A detailed parking plan showing the size and number of parking spaces including handicap spaces.
- Location, size, and type of all signs, existing and proposed.
- Detailed plans of all proposed additions or alterations to structures.
- Signed and sealed plans by architect for any commercial construction.
- If food service establishment, proof of Pennsylvania Department of Agriculture's approval of plans and a copy of Pennsylvania Department of Agriculture's final inspection report.
- For any demolition proposed, a copy of Asbestos Abatement Form filed with DEP and Demolition Utility Sign Off Form.

Any questions regarding the above mentioned, please contact the Bureau of Development, at 610-437-5524 Ext. 1131 or 1128.

TOWNSHIP OF WHITEHALL
BUREAU OF DEVELOPMENT

SEASONAL KIOSK INSPECTIONS

If you are a business proposing to establish your facility in Whitehall Township, there are a number of permits and procedures required prior to occupying or using a structure and opening for business. The forms below can be found on our website at www.whitehalltownship.org. *THE FOLLOWING IS MEANT TO BE A GUIDELINE ONLY.*

PERMITS REQUIRED:

USE APPLICATION AND 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. This form must be completed by the proposed Tenant. The form with an original signature and appropriate fee must be submitted to the Zoning Officer and approved prior to any permit applications or Certificate of Occupancy Inspection Request Form being submitted.

BUSINESS PRIVILEGE LICENSE - all contractors are required to have a valid Whitehall Township Business Privilege License prior to securing *any* permits. For more information, contact the Treasurer's office at 610-437-5524 Ext. 1144.

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CERTIFICATE OF OCCUPANCY / OCCUPANCY PERMIT – required prior to occupying structure or opening of any business. This form must be completed when there are no alterations being done and submitted with the appropriate fee. A Certificate of Occupancy will be issued when all final inspections are performed and approved by the appropriate inspection office. *Please allow a minimum of 3-5 business days to issue.*

BUILDING PERMIT (and/or any other necessary permits) – if a new kiosk is to be installed at the Mall, you must first contact Keycodes Inspection Agency at 610-866-9663 for submission requirements prior to submitting any permit applications to the Township.

PLEASE KNOW THAT YOU WILL BE REQUIRED TO PROVIDE INFORMATION REGARDING:

- Square footage of all structures, existing and proposed.
- Number and type of employees.
- Number and type of company owned vehicles.
- A detailed parking plan showing the size and number of parking spaces including handicap spaces.
- If food service establishment, proof of Pennsylvania Department of Agriculture's approval of plans and a copy of Pennsylvania Department of Agriculture's final inspection report.

Any questions regarding the above mentioned, please contact the Development Office at 610-437-5524 Ext. 1131 or 1128.

NOTE:

THESE INSPECTIONS ARE DONE BY KEYCODES INSPECTION AGENCY.

**PLEASE PLAN ACCORDINGLY AS THIS PROCESS MAY TAKE A MINIMUM OF
3 - 5 BUSINESS DAYS ONCE THE PAPERWORK IS RECEIVED
AT WHITEHALL TOWNSHIP.**

FOOD ESTABLISHMENT INFORMATION

In addition to the necessary and required forms from Whitehall Township, the proper paperwork must be secured from the Pennsylvania Department of Agriculture.

Please note that, per Act 369, the Public Eating and Drinking Law, "...it shall be unlawful for any proprietor to conduct or operate a public Eating and Drinking establishment without first obtaining a license..." and according to Act 70, The Food Act, "...it shall be the duty of every person operating a food establishment within this Commonwealth to register..."

For any additional information, or for the necessary forms and/or applications, in regard to obtaining a license or registration from the Pennsylvania Department of Agriculture, please contact the following:

**Commonwealth of Pennsylvania
Department of Agriculture
Food Sanitation
Bureau of Food Safety and Laboratory Services
Phone: 610-489-1003
FAX: 610-489-6119
www.agriculture.state.pa.us**

This would include, but not be limited to, any Wholesale / Manufacturing / Processing Food Establishments, Fair and/or Temporary Food Concessions, restaurants, alteration of a facility, change in type of food operation, new ownership or the preparation/sale of foods from a retail food facility.

A final copy of the Department of Agriculture Inspection Report shall be supplied to the Township of Whitehall – Development Office by the Applicant within 5 days of receiving said report.

EXTERIOR IMPROVEMENT REQUIREMENTS

WHITEHALL TOWNSHIP

3219 MACARTHUR ROAD

WHITEHALL, PA 18052

610-437-5524

Tenant Name: _____

Address: _____

Date: _____

When occupying up to 30% with a new tenant or use:

- Replace or repair at least 50% of any damaged sidewalks or walks abutting the entrance to the particular area being occupied. Accessible ramps shall be provided where necessary.
- At least 30% of the site landscaping and parking areas shall be restored and refurbished, unless acceptable documentation can be provided to the Zoning Officer indicating that restoration and/or refurbishment had been done within the twelve months preceding the request for new certificate of occupancy for that particular area to be occupied.
- Where no curbing or guiderail is provided to enclose parking area servicing the use, curbing, guiderail, precast curbing sections, bumper blocks or a similar device as approved by the Township Engineer shall be installed.
- If already existing, bumper blocks shall be re-pinned, and damaged blocks shall be replaced.
- All traffic control in the parking area shall be inspected and reconditioned, repainted or replaced.
- All site lighting shall be re-evaluated, repaired and, if necessary, replaced.

When occupying 31% to 69% with a new tenant or use:

- Replace or repair at least 50% of any damaged sidewalks or walks abutting the entrance to the particular area being occupied. Accessible ramps shall be provided where necessary.
- At least 50% of the site landscaping and parking areas shall be restored and refurbished, as well as 50% of the exterior of the structure, unless acceptable documentation can be provided to the Zoning Officer indicating that such restoration and/or refurbishment of said areas had been done within the twelve months preceding the request for new certificate of occupancy for the particular area to be occupied.

- Where no curbing or guiderail is provided to enclose parking area servicing the use, curbing, guiderail, precast curbing sections, bumper blocks or a similar device as approved by the Township Engineer shall be installed.
- If already existing, bumper blocks shall be re-pinned, and damaged blocks shall be replaced.
- All traffic control in the parking area shall be inspected and reconditioned, repainted or replaced.
- All site lighting shall be re-evaluated, repaired and if necessary replaced.

When occupying 70% - 100% with a new tenant or use:

- Replace and restore any damaged sidewalks and provide accessible ramps where required for the entire site.
- 100% of the site landscaping and parking areas shall be restored and refurbished, as well as 100% of the exterior of the structure, unless acceptable documentation can be provided to the Zoning Officer indicating that restoration and/or refurbishment of said areas to be occupied had been done within the twelve months preceding the request for new certificate of occupancy.
- Where no curbing or guiderail is provided to enclose parking area servicing the use, curbing, guiderail, precast curbing sections, bumper blocks or a similar device as approved by the Township Engineer shall be installed.
- If already existing, bumper blocks shall be re-pinned, and damaged blocks replaced.
- All traffic control in the parking area shall be inspected and reconditioned, repainted or replaced.
- All site lighting shall be re-evaluated, repaired and if necessary replaced.

COMMERCIAL CERTIFICATE OF OCCUPANCY INSPECTIONS

1. Address must be displayed (4" tall number x 1/2" wide) and Suite numbers shall be on each individual occupancy.
2. Parking lot areas shall have all spaces clearly striped and handicap parking areas shall be clearly marked, above grade signage in place and accessible path must exit to same.
3. All exit signs shall be illuminated on both normal power and battery backup power.
4. Tactile exit signage shall be at each exit restroom (signs shall be on the latch side of the door and shall be 60 inches from the floor to the center of the sign).
5. Restrooms shall have proper signage at each restroom (signage shall be 60 inches from the floor to the center of the sign).
6. All emergency lighting shall be operational and be "labeled" in the electrical panel box.
7. All fire extinguishers shall have current tags and be mounted and have signage indicating their locations (48 inches maximum mounting height).
8. All electrical panel boxes shall have all breakers labeled and any open breakers shall have approved covers.
9. Electrical panel boxes, mechanical equipment and water heaters shall have a clearance of 36 inches with no obstructions and nothing shall be stored at any designated "Exit".
10. A Knox box is required on commercial buildings for emergency access purposes. Please contact the Deputy Fire Marshal at 610-437-5524, Ext. 1129 for ordering information. Please know that these boxes come from the manufacturer and may take several days to secure, so please plan accordingly. (Go to www.knoxbox.com)
11. Any property located within flood zones must comply with all applicable regulations pertaining to same.
12. Exterior maintained free from debris/trash, dumpster lids closed and property maintained in a clean, safe, and sanitary condition including but not limited to high grass and weeds.
13. Damaged sidewalks should be repaired/replaced, accessible ramps shall be provided where necessary.
14. Site lighting in working order.
15. If property contains bumper blocks they shall be repinned or replaced if necessary.
16. Sprinklered buildings must have current tags/certification.
17. Fire alarms shall have a letter submitted for certification that the system is fully operational.
18. Kitchen hoods must have current certification and tags.
19. Occupant load signage shall be posted in restaurants/assembly areas.
20. Kitchens/food services must contact PA Department of Agriculture at 610-489-1003.
21. **FINAL INSPECTION** - All merchandise, racks, shelving, etc. be in place.

PLEASE NOTE PERMITS WILL BE REQUIRED FOR ANY OF THE FOLLOWING:

- Any new installation of, altering of or replacing of the customer service counter.
- Removing or replacing wallboard.
- Any type of plumbing work including relocating or replacing sinks, toilets, etc..
- Any type of electrical work including relocating or replacing lighting fixtures, switches, receptacles, etc..
- Any type of alteration or reconfiguring of the space.

Please contact Keycodes Inspection Agency at 610-866-9663 if you have any further questions.

KNOX BOX ORDERING INFORMATION

A Knox box is required on commercial buildings for emergency access purposes. To order this box, go to www.knoxbox.com and in the top right corner click on the “Buy” button, enter the Department Name — “Whitehall Fire”, pick from the list Whitehall Fire Department with the Whitehall, PA 18052 address. Note: Most businesses utilize the 3200 series. These Knox boxes come from the manufacturer and can take 2-4 weeks for delivery so please plan accordingly. The box will need to be installed within 6-8 feet from the front door with the height being between 5 feet and 4 feet. Once the Knox box is mounted, either recessed in the wall or mounted in the wall and you have a key or keys that are labeled for all locked doors on the property, you must contact the Deputy Fire Marshal. Also you will need to provide a business size paper with the name and phone number of a point of contact for after-hours and who can reset the alarm. Any questions, please contact the Deputy Fire Marshal, at 610-437-5524 Ext. 1164.

Operational Permits

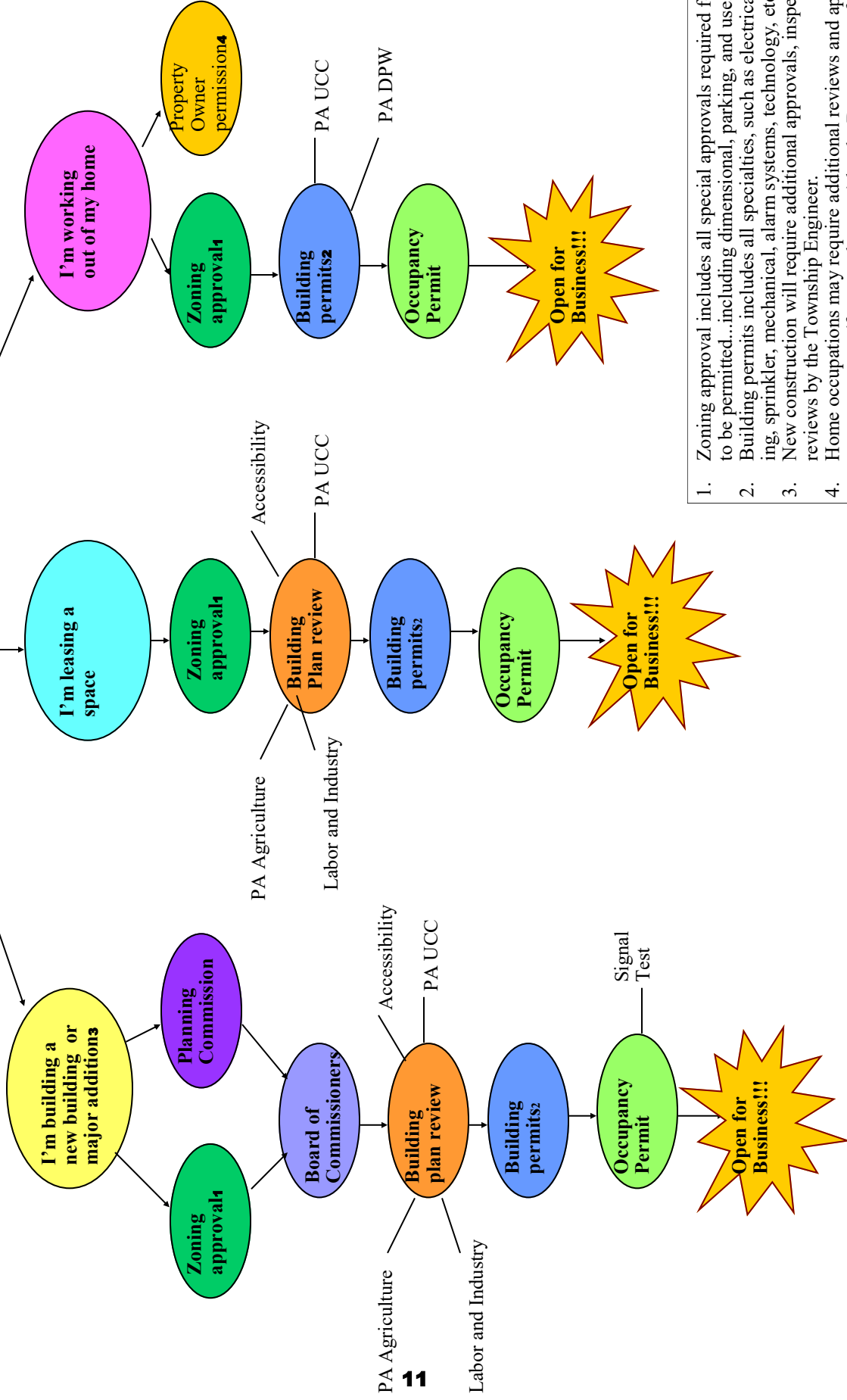
An operational permit is required for any business using practices considered high risk by the 2015 International Fire Code. A full list and application can be found at <http://whitehalltownship.org/forms.html>

Certificate of Fitness

A certificate of fitness is required for any business within or operating within the township for any of the purposes listed below. Full requirements and application can be found at <http://whitehalltownship.org/forms.html>

Automatic fire alarm system (NRTL listed)	Installation/service/inspection
Fire sprinkler/standpipe	Installation/service/inspection
Hood and duct systems	Installation/service/inspection
Alternative fire extinguishing systems	Installation/service/inspection
Central stations (NRTL listed)	Retransmission/record keeping/reporting/ runner’s service (all elements per NFPA 72)
Fire extinguisher	Installation/service/inspection
Fireworks/pyrotechnics	Display/demonstrations/performance
Blasting/demolition	Use/storage/transportation
Other	As defined by Fire Code Official

I want to start a business....



1. Zoning approval includes all special approvals required for the use to be permitted...including dimensional, parking, and use.
2. Building permits includes 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 property owner (for rented spaces) by the Department of Public Welfare for daycare type uses

BUSINESS PRE-OPENING CHECKLIST

_____ I have contacted the Zoning Office (610-437-5524 Ext. 1155) to do business at my proposed location, and this location is approved for my proposed use, and have secured my Use Application and Permit.

_____ I have contacted the Building Inspection Agent for approval and basic understanding of the code requirements for my use at the proposed location (Keycodes Inspection Agency at 610-866-9663).

_____ I have obtained my Business License and completed my Zoning Certification Form.

_____ I have complete drawings for construction/alterations, including signage of the property where my business will be located. I have also documented the status of my property with respect to flood zone regulations.

_____ If my proposed business involves any construction involving egress or changes of use, I have had same prepared by a registered design professional (architect).

_____ My contractor(s) have registered with the Township for required Business Privilege License.

_____ My contractor(s) have applied for the necessary permit(s) and submitted them with the construction plans to the Township (all forms available at www.whitehalltownship.org):

- _____ Building/Alterations
- _____ Electrical (including low voltage/data wiring)
- _____ Plumbing
- _____ Mechanical
- _____ Sprinkler System
- _____ Fire Alarm
- _____ Sign
- _____ Other (specify) _____
- _____ Other (specify) _____

_____ I have determined when and for what work I need inspectors to approve my progress.

_____ If I have a food establishment business, I have contacted PA Department of Agriculture.

_____ I have scheduled and passed my final inspections for my certificate of occupancy... and I am ready to open for business!