

WHITEHALL TOWNSHIP COMMERCIAL
PERMIT SUBMISSION GUIDE

1. **PERMITS** - must be completed and signed by the contractor or person doing the work. All permits are submitted to the Township. We do not accept faxed or emailed applications, we require all applications to have original signatures. Also, separate permits are required for Building, Electrical and Low Voltage, Signage, Sprinkler, Mechanical/HVAC and Plumbing work. Plumbing permits must be applied for in person by a licensed Master Plumber of a first class Township or City within the state of Pennsylvania with said license and identification. Any questions pertaining to required documents/plans must be directed to Keycodes Inspection Agency at 610-866-9663.
2. **WORKERS' COMPENSATION COVERAGE** - pursuant to Pennsylvania Law, every contractor must provide proof of workers' compensation coverage or a notarized exemption affidavit form. An insurance certificate, listing Whitehall Township as certificate holder, must be presented with each permit application at the time of submission. **No permits will be accepted without this paperwork.**
3. **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. 144.
4. **ZONING CERTIFICATION FORM** - required to be completed by any Business Privilege License holder.
5. **USE PERMIT** – must be submitted prior to the Township accepting any other permits if a new Business Owner. Must include a parking plan (if a restaurant, must also include a seating plan).

- Building
 - 3 complete sets of “sealed” drawings.
 - Correct street address, business name and suite number.
 - Use Group / Type of Construction / Code Edition.
 - Site plan showing all accessible parking areas with signage. If a ramp is existing or new is to be shown. (Not less than 1” = 20’) with legend and north arrow.
 - Elevation drawings – (front, sides and rear) show all heights of the overall structure.
 - Architectural floor plans drawn to scale (preferably 1/4” = 1’). Identify each room. Provide all square footages of the floor area (s) and proposed “occupant loads”.
 - Show all fire rated walls with the hourly rating.
 - All UL design information must be indicated on the plans.
 - Furnish door and window schedules including size, type and rating (if any) and all hardware.
- Mechanical, Electrical and Plumbing (M.E.P's).
 - Furnish 3 complete sets of sealed drawings for each trade.
- Energy – International Energy Conservation Code (IECC) or COMCHECK.
- Accessibility – Per ICC A117.1 2009 and 2015 IBC Chapter 11.
- Fire Alarm System – Per NFPA 72.
- Kitchen Hoods – 3 sets of design and calculations submitted.
- Sprinkler System – 3 sets of design drawings, calculations, specifications and applicable standards.
- Site Plan (for new construction/additions) – showing setbacks for proposed structure, all existing structures on lot, property line dimensions and what surrounds property, and any right of ways or easements encumbering lot.
- Special Inspections / Responsible Charge – Provide information about who will be conducting these inspections and who is the design professional who is to be the responsible charge for the project.
- Sign Permit – see Sign Permit Submission Guide