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

- **Completed permit application(s).** Must be filled out and signed by the contractor or person doing the work. Please note that no faxed or emailed applications will be accepted.
  - *For residential installations,* a mechanical permit application must be submitted plus an electrical permit application if any unit requires electric.
  - *For commercial installations,* a building permit AND a mechanical permit application are required. An electrical permit application is also required if any unit requires electric.
  
- **Non-refundable application fee** (\$150.00 for commercial, \$60.00 for residential) for each permit application payable to **Whitehall Township**. Additional fees may be due at permit issuance.
  
- **Certificate of insurance** showing Worker's Compensation coverage *OR* a notarized exemption affidavit form. The insurance certificate must show Whitehall Township as the certificate holder. We do not keep any insurance certificates on file.
  
- **Required information needed for both residential and commercial installations:**
  - Identify if generator is LP or natural gas.
  - Submit (3) sets of equipment specifications.
  - Provide wiring information for the generator including a one-line diagram for your specific installation.
  - Submit (3) sets of equipment information for the transfer switch. If it is being used as a service disconnect, we need confirmation of this in the specifications.
  - Submit (3) sets of drawing showing the location of the generator in relation to the house and openings such as doors and windows. Please note: if generator is being installed less than five (5) feet from the building, the manufacturer's specifications submitted must indicate that that is permitted.
  
- 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 all documents to the Township at 3219 MacArthur Road, Whitehall, PA 18052.**