



WHITEHALL TOWNSHIP MECHANICAL PERMIT APPLICATION

3219 MacArthur Road
Whitehall, PA 18052
610-437-5524 Ext. 1131
www.whitehalltownship.org

PERMIT #: **M#** _____
ISSUE DATE: _____

SITE ADDRESS: _____ **APPLICATION DATE:** _____
TENANT NAME: _____ **PHONE:** _____
CONTRACTOR NAME: _____ **PHONE:** _____
CONTRACTOR ADDRESS: _____ **FAX/CELL:** _____
CITY: _____ **STATE:** _____ **ZIP CODE:** _____ **EMAIL:** _____

The Contractor / Applicant agrees that all work authorized under this permit shall be in accordance with Whitehall Township Ordinances and has been authorized by the Owner of record to make this application.

Signature of Contractor / Applicant: _____

PRINT NAME _____

PROPERTY OWNER NAME: _____ **PHONE:** _____

OWNER ADDRESS: _____ **FAX/CELL:** _____

CITY: _____ **STATE:** _____ **ZIP CODE:** _____ **EMAIL:** _____

DESCRIPTION OF PROPOSED WORK: _____

PROPOSED USE OF STRUCTURE: ____ 1 or 2 FAMILY DWELLING ____ COMMERCIAL ____ MULTI-FAMILY

IS PROPERTY IN A FLOOD ZONE? (Special requirements apply) ____ YES ____ NO

Map/Panel #: _____ **Flood Zone(s):** _____

PROJECT INFORMATION: (List Number of Units for Each)

Heating Units ____ A/C Units ____ Exhaust Fans ____ Gas Equipment ____ Laundry ____

Oil Equipment ____ Cooking Exhaust ____ Other: _____

Plenum Return (Commercial Only) ____ Yes ____ No

<p>APPROVAL / DENIAL:</p> <hr/> <p>REVIEWER _____ DATE _____</p>	<p>ITEMS TO INCLUDE WITH APPLICATION</p> <p><input type="checkbox"/> PLANS / SPECS</p> <p><input type="checkbox"/> ELECTRICAL PERMIT</p> <p><input type="checkbox"/> APPLICATION FEE</p> <p><input type="checkbox"/> WORKERS' COMPENSATION</p>	<p>FEEES:</p> <p><input type="checkbox"/> PERMIT FEE \$ _____</p> <p><input type="checkbox"/> P/R FEE \$ _____</p> <p><input type="checkbox"/> TWSP. FEE \$ _____</p> <p><input type="checkbox"/> PA UCC FEE \$ _____</p>
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APPROVAL CONDITIONS:

SUBTOTAL \$ _____

APPLICATION FEE* \$ _____

CASH / CHECK # _____

** Application fee is non-refundable*

BALANCE DUE \$ _____

DATE PAID: _____

CASH / CHECK # _____

APPLICANT CALLED / EMAILED

DATE: _____



**WHITEHALL TOWNSHIP
SUBMITTAL FOR NEW INSTALLATION or REPLACEMENT
of MECHANICAL/HVAC EQUIPMENT**

Revised JUNE 2022

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

- Completed mechanical permit application.** Must be filled out and signed by the contractor or person doing the work.
- Electrical permit application** is required if any unit requires electric and is NOT plugging into an existing receptacle. Indicate "new wiring" on the permit application.
- 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.
- For 1 or 2 family dwelling installations:**
 - Must provide the manufacturer's model number(s) for equipment being installed.
 - Must provide (2) copies of the manufacturer's specification cut sheet (cover page only).
 - Must indicate if the equipment is natural gas, propane, oil, or electric.
 - Provide the R-value of any new duct work.
 - Indicate if any of the equipment is going to be installed in an attic area. A platform and access shall be installed per code requirements. Attic access must be sized to remove the largest piece of equipment in the attic.
 - A carbon monoxide detector must be installed outside of all sleeping rooms.
- For commercial/multi-family installations:**
 - Must submit (3) complete sets of signed and sealed plans.
 - Must indicate the location of all heating and cooling equipment on plans.
- 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.