Whitehall Township
Swimming Pool, Spa and Hot Tub
Code Guide

BASED ON THE 2015 INTERNATIONAL SWIMMING POOL & SPA CODE AND THE PA UNIFORM CONSTRUCTION CODE, THE WHITEHALL TOWNSHIP ZONING ORDINANCE AND TOWNSHIP ORDINANCE 2924 (BARRIER REQUIREMENTS)

THIS IS A GUIDE ONLY!
THE ABOVE DOCUMENTS ARE COMPREHENSIVE AND THIS GUIDE IS INTENDED TO PROVIDE PERTINENT AND HELPFUL EXCERPTS OF SAME FOR YOUR USE AND INFORMATION.

FOR MORE DETAILED INFORMATION GO TO:
Https://codes.iccsafe.org/content/ISPSC2015/chapter-3-general-compliance for the International Swimming Pool and Spa Code; the PA Department of Labor and Industry - https://www.dli.pa.gov/ucc/Pages/UCC-Codes.aspx; OR the Township’s Web-site, www. WhitehallTownship.org, for the Zoning Ordinance, or contact Keycodes Inspections or the Township, as additional requirements may pertain to the installation of your specific pool, hot tub or spa.

Revised 5/20
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**DEFINITION**

Pools in this Code refer to all private pools, any structure intended for swimming, recreational bathing or wading that is *capable* of containing water over twenty-four inches (24) inches deep. This also includes in-ground, above ground and on-ground pools; hot tubs, spas, fixed-in-place wading pools, inflatable and collapsible pools. Prefabricated swimming pools accessory to single family dwellings which are *less than* twenty-four (24) inches deep and do NOT exceed 5,000 gallons installed entirely above ground and ornamental or landscape ponds are *not* regulated herein. PLEASE NOTE THAT SIMPLY NOT FILLING A POOL THAT IS CAPABLE OF CONTAINING OVER 5,000 GALLONS AND 24” OR MORE IN WATER DEPTH TO CAPACITY, DOES NOT EXCLUDE IT FROM THESE REGULATIONS.

**PERMITS AND PLANS REQUIRED**

**Permits:** No swimming pool as defined herein or appurtenances thereto shall be constructed, installed, enlarged, altered or used until the required permits and inspections have been obtained from the Whitehall Township Bureau of Planning, Zoning and Development.

**IT SHOULD BE NOTED THAT:**

1. The application for building permit must be submitted by the contractor or their agent. Only when the property owner is doing the actual installation of the pool may they sign the permit application as the Applicant. This is the Township’s way of assuring that the permit is issued to the person directly responsible for the work being done, and as well, Pennsylvania State Law requires all contractors to provide proof of Workmen’s’ Compensation Insurance Coverage when applying for building permits, to protect the property owner if an accident should occur during construction. When work is done in violation of Township Ordinances, the permit applicant is prosecuted (so if the homeowner has taken that responsibility for the contractor, they will be prosecuted, NOT the contractor).

2. Building and Electrical Permits are required. However, no separate deck or fencing permits are required when installed in conjunction with the erection of a swimming pool, unless the deck or fencing is being installed by a different contractor other than the one installing the pool. In that case each contractor must secure their own permit.

**Please know that non-refundable application fees are due at time of permit application submission.** The fee for RESIDENTIAL is $ 55.00 for each permit application being submitted. All application fees will be applied to the total permit fee due when calculated. **NO PERMIT WILL BE ACCEPTED WITHOUT THE APPLICATION FEE.**

**Plans:** Plans shall accurately show the dimensions of all structures, proposed and existing, as well as construction type and materials of the pool and all appurtenances relating thereto. A detailed plot plan, indicating all existing and proposed structures will also be required to be submitted, which accurately reflects the proposed distances to all property lines. Plans must also detail the type of barrier proposed to enclose the pool; including ladder & stair enclosures, gates, door alarms where required, etc.
TEMPORARY ABOVE GROUND STORABLE POOLS

DEFINITION

Those pools regulated under the Pennsylvania Uniform Construction Code, as amended, which are above ground, non-permanent pools, inflatable or otherwise, that are constructed to be disassembled and reassembled to their original integrity on a seasonal (5 months or less) basis.

LOCATION

1. Pool must be erected and removed completely within the same swimming season, and in no case shall be permitted to exist for more than five (5) months from the date of issuance.
2. Pool must be situate not less than three (3) feet from all side and rear property lines. No pool may be located within a front yard setback.
3. Pool must adhere to all applicable barrier, inspection and safety requirements as established in the Pennsylvania Uniform Construction Code and ISPSC as amended. THIS MEANS, AMONG OTHER THINGS, THAT THE POOL MUST BE IN A FENCED YARD AREA, AND BARRIER MUST MEET ALL REQUIREMENTS OF THE CODE.
4. Permits must be applied for each swimming season prior to the installation of the pool.
INSPECTIONS

All pools, spas and hot tubs require inspections. An electrical inspection must be performed prior to the covering or concealing of any electrical work servicing the pool. A FINAL building inspection is required PRIOR to using any facility. Please know that if a deck is constructed with the pool, additional inspections will be required. For specific information, contact the Development office, or call the Township’s inspection agency, Keycodes Inspection Agency at 610-866-9663.

PLEASE REMEMBER THAT UNLESS AND UNTIL THE PROPER FENCING/BARRIER AND SELF LATCHING GATES ARE INSTALLED AND PROPER INSPECTIONS HAVE BEEN PERFORMED BY TOWNSHIP PERSONNEL, YOU MAY NOT USE THE POOL FOR SWIMMING PURPOSES. NO POOL IS CONSIDERED COMPLETE AND APPROVED FOR USE UNTIL THE FINAL INSPECTION HAS BEEN PERFORMED AND THE POOL IS APPROVED FOR USE. THEREFORE, IT IS IMPERATIVE THAT THE FINAL INSPECTION HAS BEEN DONE.

LOCATION RESTRICTIONS:

According to the Whitehall Township Zoning Ordinance, all swimming pools must be located not less than six (6) feet from all property lines, and not less than ten (10) feet from any alley. This distance is measured from the right of way, not the curb line when measuring from a street. In addition, no swimming pool may be located in a front yard, or in any yard that abuts a street. NO pool (temporary, above ground or inground), deck, or fencing shall be permitted to be located within any easement area assigned to Whitehall Township or in a flood hazard area as identified by the Federal Emergency Management Agency (FEMA). Please contact the Zoning Officer at 610-437-5524 Ext. 155 for further determinations regarding required setbacks for your individual lot. (See attached sample plot plan – page 19 for more information). In addition, you should always be aware of any easements encumbering your property. Check your deed or other paperwork to be certain. Please know that no pool will be permitted to be constructed in an easement that is owned by Whitehall Township.

According to the International Residential Code, no receptacles can be within 6 feet of a pool structure; and no switches or light fixtures can be within 5 feet of a pool structure; therefore the structure should be located a sufficient distance away from existing fixtures and structures to comply with these regulations. There are also setbacks from overhead wires and conductors, for more information see the electrical section of this code, starting on page 15.

WASTEWATER:

According to the Pennsylvania Department of Environmental Protection, and pursuant to the Federal National Pollutant Discharge Elimination System (NPDES) regulations, no wastewater from a swimming pool that is still considered treated water can be discharged directly into the street or into a storm sewer. All waste water should be discharged into the owner’s property and gradually flow through the property to it’s ultimate destination. Chlorinated or otherwise chemically treated pool water discharged directly into the storm sewer can make its way quickly to a stream or other body of water where aquatic life is damaged or killed.
An outdoor swimming pool, including an on-ground, in-ground or above ground pool, hot tub or spa shall be provided with a barrier. A barrier is defined as: A permanent fence, wall, building wall, or combination thereof that completely surrounds the pool or spa and obstructs the access to the pool or spa. Please know that per Township Ordinance 2924 the pool structure of an above ground pool alone can NOT serve as the barrier. For additional information please refer to the appropriate code or contact Keycodes Inspection Agency. This barrier shall comply with the following minimum requirements:

1. The top of the barrier shall be at least 48 inches (1219 mm) above grade measured on the side of the barrier which faces away from the swimming pool. The maximum vertical clearance between grade and the bottom of the barrier shall be 2 inches (51 mm) measured on the side of the barrier which faces away from the swimming pool. Where the top of the pool structure is above grade, such as an above-ground pool, the barrier may be at ground level or mounted on the top of the pool structure. Where the barrier is mounted on the top of the pool structure, it shall be a minimum of 24 inches (609.6 mm) in height, and the maximum vertical clearance between the top of the pool structure and the bottom of the barrier shall be 4 inches (102 mm).
   (Whitehall Township Ordinance 2924)

2. Openings in the fencing or barrier shall not allow passage of a 4-inch diameter sphere.

3. Solid barriers, which do not have openings, shall not contain indentations or protrusions except for normal construction tolerances and tooled masonry joints.

4. Where the barrier is composed of horizontal and vertical members and the distance between the tops of the horizontal members is less than 45 inches, the horizontal members shall be located on the swimming pool side of the fence. Spacing between vertical members shall not exceed 1.75 inches in width. Where there are decorative cutouts within vertical members, spacing within the cutouts shall not exceed 1.75 inches in width.

5. Where the barrier is composed of horizontal and vertical members and the distance between the tops of the horizontal members is 45 inches or more, spacing between vertical members shall not exceed 4 inches. Where there are decorative cutouts within vertical members, spacing within the cutouts shall not exceed 1.75 inches in width.
6. Maximum mesh size for chain link fences shall be a 1.75 inch square unless the fence has slats fastened at the top or bottom which reduce the openings to not more than 1.75 inches.

7. Where the barrier is composed of diagonal members, such as a lattice fence, the maximum opening formed by the diagonal members shall be no more than 1.75 inches. Please see Section 305.2 for more detailed information.

8. Where the barrier for an above ground pool structure is mounted on top of the pool structure, and the means of access is a ladder or steps:
   - The ladder or steps shall be capable of being secured, locked or removed to prevent access; or
   - The ladder or steps shall be surrounded by a barrier which meets the requirements of section AG105.2, Items 1 through 9. When the ladder or steps are secured, locked or removed, any opening created shall not allow the passage of a 4-inch diameter (102 mm) sphere.
   (Whitehall Township Ordinance 2924)

9. Said barrier or fencing shall be a minimum of four (4) feet; but shall not exceed six (6) feet in height, except when mounted on above ground pool.

10. Barriers shall be located so as to prohibit permanent structures, equipment, or similar objects from being used to climb the barriers.
11. **Dwelling Unit as a Barrier.** Where a wall of a dwelling unit is proposed as part of the barrier/enclosure, the following shall apply:

*Doors and windows with direct access to the pool* through that wall shall be equipped with an alarm, which produces an audible warning when the door and/or its screen are opened. The alarm must be listed and labeled per UL 2017. The alarm shall activate within 7 seconds and sound continuously for a minimum of 30 seconds immediately after the door and/or its screen is opened and be capable of being heard throughout the house during normal household activities. The alarm shall automatically reset under all conditions. The alarm shall be equipped with a manual means to temporarily deactivate the alarm for a single opening. Such deactivation shall last no more than 15 seconds. The deactivation switch shall be located at least 54 inches above the threshold of the door. (see below)

Please note that there are additional regulations pertaining to these alarms, with respect to type and sound. Again, this document is intended to be a guide only. For more information please refer to the codes herein referenced or contact the Township.
12. **Gates.** Access gates shall comply with the requirements of this Code, and shall be equipped to accommodate a locking device. Pedestrian access gates shall open away from the pool and shall be self-closing and have a self-latching device. Gates other than pedestrian access gates shall have a self-latching device. Release mechanisms must be 54” from grade. Where the release mechanism of the self-latching device is located less than 54 inches from the bottom of the gate, the release mechanism shall be located on the pool side of the gate at least three (3) inches below the top of the gate, and the gate and barrier shall have no opening greater than 0.5 inch within 18 inches of the release mechanism.
Safety Barrier Guidelines for Residential Pools
Preventing Child Drownings

U.S. Consumer Product Safety Commission
A successful pool barrier prevents a child from getting **OVER, UNDER**, or **THROUGH** and keeps the child from gaining access to the pool except when supervising adults are present.

**How To Prevent a Child from Getting OVER a Pool Barrier**

A young child can get over a pool barrier if the barrier is too low or if the barrier has handholds or footholds to use when climbing. The top of a pool barrier should be at least 48 inches above grade, measured on the side of the barrier which faces away from the swimming pool. Some states, counties or municipalities require pool barriers of 60 inches.

![Diagram of pool barrier with dimensions](image1)

Eliminate handholds and footholds and minimize the size of openings in a barrier's construction.

**For a Solid Barrier**

No indentations or protrusions should be present, other than normal construction tolerances and masonry joints.

![Diagram of solid barrier](image2)
For a Barrier (Fence) Made Up of Horizontal and Vertical Members

If the distance between the top side of the horizontal members is less than 45 inches, the horizontal members should be on the swimming pool side of the fence.

The spacing between vertical members and within decorative cutouts should not exceed 1 1/4 inches. This size is based on the foot width of a young child and is intended to reduce the potential for a child to gain a foothold and attempt to climb the fence.

If the distance between the tops of the horizontal members is more than 45 inches, the horizontal members can be on the side of the fence facing away from the pool. The spacing between vertical members should not exceed 4 inches. This size is based on the head breadth and chest depth of a young child and is intended to prevent a child from passing through an opening. If there are any decorative cutouts in the fence, the space within the cutouts should not exceed 1 1/4 inches.
For a Chain Link Fence

The mesh size should not exceed 1¼ inches square unless slats, fastened at the top or bottom of the fence, are used to reduce mesh openings to no more than 1¼ inches.

Figure 5

Figure 6

For a Fence Made Up of Diagonal Members or Latticework

The maximum opening in the lattice should not exceed 1¼ inches.

Figure 7
For Above Ground Pools

Above ground pools should have barriers. The pool structure itself serves as a barrier or a barrier is mounted on top of the pool structure.

There are two possible ways to prevent young children from climbing up into an above ground pool. The steps or ladder can be designed to be secured, locked or removed to prevent access, or the steps or ladder can be surrounded by a barrier such as those described in these guidelines.

Above Ground Pool with Barrier on Top of Pool

If an above ground pool has a barrier on the top of the pool, the maximum vertical clearance between the top of the pool and the bottom of the barrier should not exceed 4 inches.
How to Prevent a Child from Getting UNDER a Pool Barrier

For any pool barrier, the maximum clearance at the bottom of the barrier should not exceed 4 inches above the surface or ground when the measurement is done on the side of the barrier facing away from the pool. Industry recommends that if the bottom of the gate or fence rests on a non-solid surface like grass or gravel, that measurement should not exceed 2 inches.

Figure 10

How to Prevent a Child from Getting THROUGH a Pool Barrier

Preventing a child from getting through a pool barrier can be done by restricting the sizes of openings in a barrier and by using self-closing and self-latching gates.

To prevent a young child from getting through a fence or other barrier, all openings should be small enough so that a 4-inch diameter sphere cannot pass through. This size is based on the head breadth and chest depth of a young child.

Figure 11
ELECTRICAL INFORMATION (see attached drawing for additional information)

General: The construction and installation of electrical wiring for equipment in or adjacent to swimming pools, and to all appurtenances thereto shall comply with Chapter 42 of the International Residential Code.

Overhead Conductor Clearances. The following parts of pools and outdoor spas and hot tubs shall not be placed under existing service-drop conductors or any other open overhead wiring; nor shall such wiring be installed above the following:

1. Pools and the areas extending 10 feet horizontally from the inside walls of the pool;
2. Diving structures; or
3. Observation stands, towers, and platforms.

Underground Wiring. Underground wiring shall not be installed under or within the area extending five (5) feet horizontally from the inside walls of pools and outdoor hot tubs and spas except where the wiring is installed to supply equipment for same.

Receptacles.

1. Location. A single, grounding type receptacle which is protected by ground fault circuit interrupters and run in conduit, is required for the pump motor. This must be at least six (6) feet from the inside walls of the pool. NO receptacles shall be located within six (6) feet of the inside walls of the pool.

2. Where Required. At least one 125 volt 15 or 20 ampere convenience duplex receptacle supplied by a general purpose branch circuit shall be located a minimum of six (6) feet from and not more than 20 feet from the inside walls of the pool. This receptacle shall not be located more than 6 feet, 6 inches above the floor, platform or grade level serving the pool, spa or hot tub. This receptacle must have an in-use cover. Pool pump receptacle shall be mounted on a post, (usually 4" x 4" pressure treated) or other structure.

3. GFCI Protection. All receptacles located within 20 feet of the inside walls of the pool, spa or hot tub shall be protected by a ground fault circuit interrupter, protected with an in-use cover.

4. All receptacles installed in wet locations shall have in-use covers and be listed as weather resistant location receptacles.
**RECEPTACLE EXAMPLES:**

- Single Twist Lock Receptacle
- Duplex Receptacle

**Conduit Burial.** Unless an exception applies, all conduit must be buried a minimum of 18 inches, and electrical *rigid* conduit ONLY is permitted (PVC or metal), no EMT (Electrical Metallic Tubing) or Aluminum. Black, white, and green #12 THHN/THWN minimum should be installed inside the conduit.

**Certifications.** All pool, spa and hot tub equipment must have UL or other national recognized testing laboratory approval. Any pool equipment without such a rating is not permitted, and any pool equipment altered by consumer or contractor will violate the national rating and will NOT be acceptable.

**Grounding and Bonding.** All equipment shall be properly bonded and grounded as required by this Code and all other applicable codes, including but not limited to Chapter 42 of the International Residential Code:

- Pool motor must be bonded with #8 solid copper wire
- If the ladder is metal, it must also be bonded to the pool
- All metal within 5 feet of the inside wall of the pool shall be bonded to the pool with #8 solid copper.
- Bonding connectors shall be stainless steel, brass, copper or alloy.
- Equipotential plane must be installed, and may be #8 Bare Solid Copper 18”-24” from pool, 4”-6” below grade, and attached to pool in four locations.
- Pool water must be bonded with a minimum conductive surface area of 9 square inches. Bond to #8 solid copper bond system.
**Pool Pump.** Shall have maximum 3 foot cord with a plug factory installed.

**Switching Devices.** Switching devices shall be located not less than 5 feet horizontally from the inside walls of pools, except where separated from the pool, spa or hot tub by a solid fence, wall or other permanent barrier.

**Disconnecting Means – E 4103.3.** An accessible disconnecting means shall be provided and located within sight from all pools, spas, and hot tub equipment, and shall be located not less than 5 feet from the inside walls of the pool, spa or hot tub.

**Time Switches – N 1103.8.2.** Time switches that can automatically turn heaters and pumps off and on to a pre set schedule shall be installed on swimming pool heaters and pumps.

**ALSO NOTE:**
ALL POOLS SHALL BE REQUIRED TO COMPLY WITH ALL APPLICABLE PROVISIONS OF THE VIRGINIA GRAEME BAKER POOL AND SPA SAFETY ACT WITH RESPECT TO ANTI-ENTRAPMENT DEVICES.
REMEMBER!

Know what’s **below.**
**Call before you dig.**

www.pa811.org
AGAIN, PLEASE REMEMBER THIS IS A GUIDE ONLY!!

FOR MORE DETAILED INFORMATION GO TO:

https://codes.iccsafe.org/content/ISPSC2015/chapter-3-general-compliance for the
International Swimming Pool and Spa Code; the PA Department of Labor and
Industry - https://www.dli.pa.gov/ucc/Pages/UCC-Codes.aspx; OR the Township’s Web-
site, www.WhitehallTownship.org, for the Zoning Ordinance or forms, or
contact Keycodes Inspections 610-866-9663; or the Township 610-437-5524,
as additional requirements may pertain to the installation of your specific
pool, hot tub or spa.

The ISPSC alone is over 60!!! Pages, so
this guide will NOT have all of the infor-
mation you may need for your installa-
tion. Please visit the links above for fur-
ther information as you need it.
2020 Fees for Swimming Pools & Hot Tubs

Application Fees:

A non-refundable application fee is due for each permit at time of submission. The fee for RESIDENTIAL is $55.00. All application fees will be applied to the total permit fee due when calculated. No permit will be accepted without the appropriate application fee.

Above Ground Pools and Hot Tubs:

- **Building Permit**: $129.50 PLUS deck permit fees for free-standing decks not part of pool structure
- **Electrical Permit**: $129.50

Inground Pools:

- **Building Permit**: $189.50
- **Electrical Permit**: $184.50

Temporary/Removable Above Ground Pools:

- **Building Permit**: $74.50 per season
- **Electrical Permit**: $79.50

NOTE: Fees subject to change without notice

SUBMISSION CHECKLIST—please make sure at a minimum ALL of the following are submitted as part of your permit application:

- Fence and gate details complying with code shown on plan
- Secured, lockable, code compliant barrier shown on plan
- If house is part of barrier, alarm information
- Number and location of all electrical devices shown on plan
- All equipment specifications included with permit (i.e., UL listed pump, etc.)
- 3 sets of plans with all required information
- Barrier of either free standing fencing or fencing on top of pool shown on plan
- For partially buried a/g pools, manufacturer’s specifications showing pool can be buried
- Overhead wire location in pool area (if any) must be shown on plan
- Plot plan showing pool, all appurtenances, and any existing structures with all accurately measured distances shown on same; appropriate clearances from overhead wires and structures/devices must be shown
- Gate swing must be shown on plan, and must show that it is self closing and self latching
- If contractor constructing, contractor paperwork completed and submitted with application

PLEASE KNOW ANY APPLICATION SUBMITTED WITHOUT ALL OF THE ABOVE WILL BE REJECTED AS INCOMPLETE AND WILL DELAY YOUR PERMIT—SO PLEASE MAKE SURE YOU HAVE SUBMITTED ALL REQUIRED INFO!
**LOCATION OF PROPOSED WORK OR IMPROVEMENT**

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**TYPE OF WORK OR IMPROVEMENT** *(Check One)*

- [ ] New Building
- [ ] Addition
- [ ] Alteration
- [ ] Repair
- [ ] Demolition
- [ ] Relocation
- [ ] Foundation Only
- [ ] Change of Use
- [ ] Sprinkler
- [ ] Other

Describe the proposed work: ______________________________________________________

**NOTE:** If setting up a manufactured home, the following number is also **REQUIRED.**
* MANUFACTURED HOUSING BOARD LICENSE #

**ESTIMATED COST OF CONSTRUCTION** *(reasonable fair market value)* $__________

**DESCRIPTION OF BUILDING USE** *(Check One)*

- [ ] Residential
- [ ] Non-Residential

- [ ] One-Family Dwelling (R-3)
- [ ] Two-Family Dwelling (R-3)
- [ ] Multi-Family (R-2)
- [ ] Hotels (R-1)

**NON-RESIDENTIAL** Specific Use: ___________________________ Use Group: ___________________________

Change in Use [ ] YES [ ] NO If yes, Indicate Former: ___________________________

Maximum Occupancy Load ___________________________ Maximum Live Load ___________________________

**BUILDING/SITE CHARACTERISTICS**

- Number of Residential Dwelling Units: ___________________________ Existing: ___________________________ Proposed: ___________________________

- **Mechanical:** Indicate Type of Heating / Ventilating / Air Conditioning *(i.e. electric, gas, oil, etc.)* ___________________________

- **Water Service:** *(Check)* [ ] Public [ ] Private

- **Sewer Service:** *(Check)* [ ] Public [ ] Private

**Does your building contain any of the following:**

- **Fireplace(s):** Number ___________________________ Type of Fuel ___________________________ BTU’s ___________________________ Type Vent ___________________________

- **Elevator/Escalators:** [ ] YES [ ] NO

- **Lifts/Moving Walks:** [ ] YES [ ] NO

- **Sprinkler System:** [ ] YES [ ] NO

- **Pressure Vessels:** [ ] YES [ ] NO

- **Refrigeration Systems:** [ ] YES [ ] NO

REV. 07/2019
BUILDING DIMENSIONS

Existing Building Area: __________ sq. ft.  Number Of Stories:

Proposed Building Area: __________ sq. ft.  Height of Structure Above Grade: __________ ft.

Total Building Area: __________ sq. ft.  Area of the Largest Floor: __________ sq. ft.

FLOODPLAIN (This section is REQUIRED to be completed)

Is the site located within an identified flood prone area? (Check One) □ YES □ NO

What Zone? (Check One) A  AE  X

Will any portion of the flood prone area be developed? (Check One) □ YES □ NO

Owner/Agent shall verify that any proposed construction activity complies with the requirements of the National Flood Insurance Program and the Pennsylvania Flood Plain Management Act (Act 166-1978), specifically Section 60.3 (d).  Fair Market Value of Structures $ __________________

***Start of work must commence within 180 days from the issuance of permit ***

PROPERTY OWNER CERTIFICATION

I, the owner/lessee of the property subject of this building permit do hereby acknowledge that it is my sole responsibility to be certain the exact location of my property lines, as well as any Flood Hazard areas, other covenants, deed restrictions, easements or rights of way encumbering same (as shown on my deed); and by submitting this permit application am certifying that all proposed construction will be in accordance to all required setbacks, based upon my property location.

PROPERTY OWNER SIGNATURE ___________________________ PRINT NAME ___________________________

(Original signature is required)

The applicant certifies that all information on this application is correct and the work will be completed in accordance with the “approved” construction documents and PA Act 45 (Uniform Construction Code) and any additional approved building code requirements adopted by the Municipality. The property owner and applicant assumes the responsibility of locating all property lines, setback lines, easements, rights-of way, flood areas, etc. Issuance of a permit and approval of construction documents shall not be construed as authority to violate, cancel or set aside any provisions of the codes or ordinances of the Municipality or any other governing body. The applicant certifies he/she understands all the applicable codes, ordinances and regulations.

Application for a permit shall be made by the owner or lessee of the building or structure only if there is no contractor involved, or agent of either, or by the registered design professional employed in connection with the proposed work.

I certify that the code administrator or the code administrator’s authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit.

ORIGINAL SIGNATURE of Property Owner ___________________________ Print Name of Property Owner ___________________________

ORIGINAL SIGNATURE of Authorized Agent/Contractor ___________________________ Print Name of Authorized Agent/Contractor ___________________________

Contractor Address ___________________________ Date ___________________________

Directions to Site: ___________________________
FOR CODE ADMINISTRATOR USE ONLY

ADDITIONAL PERMITS / APPROVALS REQUIRED:

- [ ] STREET CUT/DRIVEWAY  APPROVED
- [ ] CUT AND FILL  APPROVED
- [ ] PENNDOT HIGHWAY OCCUPANCY  APPROVED
- [ ] DEP FLOODWAY OR FLOODPLAIN  APPROVED
- [ ] SEWER CONNECTION  APPROVED
- [ ] ON-LOT SEPTIC  APPROVED
- [ ] ZONING  APPROVED
- [ ] HARB  APPROVED
- [ ] OTHER  APPROVED

PROJECT DOCUMENTS (DRAWINGS & CALCULATIONS)

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<td>Electrical Drawings</td>
<td>[ ] Yes</td>
<td>[ ] Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Mechanical Drawings</td>
<td>[ ] Yes</td>
<td>[ ] Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Plumbing Drawings</td>
<td>[ ] Yes</td>
<td>[ ] Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Specifications</td>
<td>[ ] Yes</td>
<td>[ ] Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Workers Comp Certificate</td>
<td>[ ] Yes</td>
<td>[ ] Yes</td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>

APPROVALS:

BUILDING PERMIT DENIED:  Date ________________  Date Returned ________________

BUILDING PERMIT APPROVED:  ________________________  Date ________________

ZONING / CODE ADMINISTRATOR  ________________________

Date Issued ________________  Date Expires ________________  PERMIT # ________________

BUILDING PERMIT FEE ________________  SPRINKLER PERMIT FEE (if appl.) ________________

PLAN REVIEW FEE (if appl.) ________________  ZONING PERMIT FEE (if appl.) ________________

TOWNSHIP FEE ________________  APPLICATION FEE (if appl.) ________________

PA STATE UCC FEE ________________  OTHER ________________

TOTAL DUE $ ________________

NOTES:
SECTION 1 - APPLICANT INFORMATION

PLEASE PRINT LEGIBLY AND MUST FILL OUT FORM COMPLETELY

PROPERTY ADDRESS: ____________________________ APPLICATION DATE: __________

TENANT NAME: ______________________________ PHONE: ______________________

CONTRACTOR NAME: _________________________ PHONE: ______________________

CONTRACTOR ADDRESS: ________________________ FAX/CELL: __________________

CITY: ______________________ STATE: ______ ZIP CODE: ______ EMAIL: _________

Application is hereby made for a permit to install or alter an electrical service and systems and/or heating systems on the premises described herewith. The information provided on this application, together with the electrical plan and/or heating plan, is made part of this application by the Undersigned. It is understood and agreed by the Contractor/Applicant that any error, misstatement, or misrepresentation of material fact, either with or subsequent to the issuance of the permit, without the approval of the Township, shall constitute sufficient grounds for the revocation of this permit and/or prosecution for violation of Township Ordinances. I agree 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 the within application.

ORIGINAL Signature of Contractor / Applicant:

PRINT NAME: ________________________________

PROPERTY OWNER NAME: ______________________ PHONE: ______________________

OWNER ADDRESS: ____________________________ FAX/CELL: __________________

CITY: ______________________ STATE: ______ ZIP CODE: ______ EMAIL: _________

PLEASE COMPLETE SECTION 2

“WORK TO BE DONE” ON PAGE 2

SECTION 3 – FEES AND APPROVALS  (For Staff Use Only)

<table>
<thead>
<tr>
<th>APPROVAL / DENIAL:</th>
<th>ZONING CERTIFICATION FORM</th>
<th>FEES:</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ ELECTRICAL</td>
<td></td>
<td>□ PERMIT FEE $__________</td>
</tr>
<tr>
<td></td>
<td></td>
<td>□ P/R FEE $__________</td>
</tr>
<tr>
<td></td>
<td></td>
<td>□ TWSP. FEE $__________</td>
</tr>
<tr>
<td></td>
<td></td>
<td>□ PA UCC FEE $__________</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>SUBTOTAL $__________</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CASH / CHECK #</th>
<th>* Deposit fees are non-refundable</th>
</tr>
</thead>
</table>

BALANCE DUE $__________

DATE PAID: ______________

CASH / CHECK # ______________

□ APPLICANT CALLED / EMAILED

DATE: ______________
## SECTION 2 - WORK TO BE DONE

### ELECTRICAL INFORMATION

**DESCRIPTION OF PROPOSED WORK:**


**TYPE OF STRUCTURE:**
- [ ] 1 or 2 FAMILY DWELLING
- [ ] COMMERCIAL
- [ ] MULTI-FAMILY

**TYPE OF WORK:**
- [ ] NEW BUILDING
- [ ] ADDITION
- [ ] ALTERATION
- [ ] OTHER:

### APPLICATION FOR:
- [ ] WIRING
- [ ] SERVICE
- [ ] BONDING
- [ ] ABOVE GROUND POOL
- [ ] INGROUND POOL

### USE EXISTING WIRING:
- [ ] YES
- [ ] NO

### SERVICE INFORMATION:
- [ ] NEW
- [ ] REPAIR
- [ ] REPLACE

- **Size of Service:** __________ amp
- **Number of Meters:** __________
- **Subpanels:** __________
- **OVERHEAD**
- **UNDERGROUND**
- **PPL JOB#:** __________
- **PA ONE CALL#:** __________

### TOTAL NUMBER OF SIGNS:
(Use additional sheets if necessary)
- [ ] WALL MOUNTED __________
- [ ] FREESTANDING __________
- **National Testing Lab#:** __________

### ROUGH WIRING OUTLETS

<table>
<thead>
<tr>
<th>OUTLETS</th>
<th>NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>SWITCHES</td>
<td></td>
</tr>
<tr>
<td>RECEPTACLES</td>
<td></td>
</tr>
<tr>
<td>LIGHTING</td>
<td></td>
</tr>
<tr>
<td>OTHER</td>
<td></td>
</tr>
</tbody>
</table>

### LIST ALL EQUIPMENT QUANTITIES AND WIRING:

- **ELECTRIC HEAT**
- **HEAT PUMP**  __________  **AIR CONDITIONER**  __________  **WATER HEATER**  __________  **RANGE**  __________
- **OVEN**  __________  **GARBAGE DISPOSAL**  __________  **DISHWASHER**  __________  **DRYER**  __________
- **SURFACE UNIT**  __________  **FRACTIONAL H.P. MOTORS**  __________  **SITE LIGHTING**  __________
- **GENERATOR**  __________  **OTHER:** __________

### LOW-VOLTAGE ELECTRICAL INFORMATION

**APPLICATION FOR:**
- [ ] THERMOSTAT SYSTEM
- [ ] CABLE TELEVISION SYSTEM
- [ ] SECURITY ALARM SYSTEM
- [ ] SECURITY CAMERA SYSTEM
- [ ] VOICE/TELEPHONE SYSTEM
- [ ] DATA SYSTEM
- [ ] INTERCOM SYSTEM
- [ ] FIRE ALARM SYSTEM
- [ ] ACCESS CONTROL SYSTEM
- [ ] OTHER: __________

**IS ALL EQUIPMENT LISTED AND LABEL BY A NATIONALLY RECOGNIZED TESTING LAB?**
- [ ] YES (Supply Documentation)
- [ ] NO (May require field evaluation by a Nationally Recognized Testing Lab)

**ARE ALL PERIPHERALS LISTED AS COMPATIBLE WITH THE POWER SUPPLIES AND CONTROL PANELS?**
- [ ] YES (Supply Documentation)
- [ ] NO (May require field evaluation by a Nationally Recognized Testing Lab)
Pennsylvania State Law, Act 44, requires the submission to the Township, proof of workers’ compensation insurance or a notarized affidavit stating that workers’ compensation insurance is not required, before a building permit may be issued. **NO permits will be accepted or issued without this paperwork.**

Certificates of Insurance, citing specifically Workers’ Compensation coverage, are required prior to the securing of any building permits.

Where Workers’ Compensation insurance is required, the proof of insurance that is to be submitted is to consist of a Certificate of Insurance, or self-insurance, reflecting the “current” coverage and compliance with the requirements of the Workers’ Compensation Act, the Occupational Disease Act, and the Longshore and Harbor Workers’ Compensation Act. The building permit applicant will secure a Certificate from the Department of Labor and Industry. In either event, the Municipality is to be named as a policy certificate holder.

Insurers are required to notify municipalities of the “expiration or cancellation” of coverage within three (3) working days of the date of expiration or cancellation. Whitehall Township requires notification from self-insurers as well as commercial insurers.

For further information or questions regarding the Pennsylvania Workers’ Compensation Act or coverage that is acceptable, please contact:

State Worker’s Insurance Fund  
100 Lackawanna Avenue  
Scranton, PA 18505  
(570) 963-4635

**Certificates are made out to:**
Whitehall Township  
3219 MacArthur Road  
Whitehall, PA 18052  
Fax # 610-435-5518

**PLEASE NOTE:**

**WHITEHALL TOWNSHIP WILL NO LONGER BE KEEPING COPIES OF INSURANCE CERTIFICATES ON FILE. A NEW INSURANCE CERTIFICATE MUST BE PRESENTED WITH EACH AND EVERY PERMIT APPLICATION AT THE TIME OF SUBMISSION. NO PERMITS WILL BE ACCEPTED WITHOUT THIS PAPERWORK.**
This form is to be accompanied by a completed Permit application.

A. The Applicant is:

A Contractor within the meaning of the Pennsylvania Workers’ Compensation Law

☐ YES ☐ NO

If the answer is “YES”, complete Section B and C below as appropriate.

B. Insurance Information:

Name of Applicant: ______________________________________________________________

Company/Business Name: _______________________________________________________

Federal or State Employer Identification No. (EIN): ________________________________

Whitehall Township Business License Number: _________________________________

Applicant is a qualified self-insurer for workers’ compensation

☐ Certificate Attached

Name of Workers’ Compensation Insurer: _________________________________________

Workers’ Compensation Policy No.: _____________________________________________

☐ Certificate Attached  Policy Expiration Date: ____________________________

C. Exemption:

Complete Section C if the Applicant is a Contractor claiming exemption from providing workers’ compensation insurance.

The undersigned swears or affirms that he/she is not required to provide workers’ compensation insurance under the provisions of Pennsylvania’s Workers’ Compensation Law for one of the following reasons, as indicated:

☐ Contractor with no employees. Contractor prohibited by law from employing any individual to perform work pursuant to this building permit unless contractor provides proof of insurance to the Township.

☐ Religious exemption under the Workers’ Compensation Law.

SUBSCRIBED AND SWORN TO BEFORE ME THIS ____________________TH DAY OF __________, 20______

________________________________________

SIGNATURE OF NOTARY PUBLIC

MY COMMISSION EXPIRES: ____________________________

(Seal)
WHITEHALL TOWNSHIP
RESIDENTIAL
SUBMISSION GUIDELINES

1. PERMITS - must be completed and signed by the contractor or person doing the work. **We require all permits to have original signatures.** All permits are submitted to the Township. **Please note that no faxed or emailed applications will be accepted.** Any questions pertaining to required plans must be directed to Keycodes Inspection Agency at 610-866-9663. Note: any property requiring access to a PennDot roadway, must secure all necessary and required Highway Occupancy Permits from PennDot.

2. APPLICATION FEE - a non-refundable application fee is due at time of permit submission. The fee for RESIDENTIAL is $55.00 per application. All application fees will be applied to the total permit fee due when calculated. No permit will be accepted without the appropriate application fee.

3. 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.

4. 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.

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

6. SITE PLAN - showing all 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 requirements may apply to properties located in the floodplain. For more information, or to see if the property lies within a Floodplain area, visit: [https://msc.fema.gov/portal](https://msc.fema.gov/portal), enter the address and click “interactive map”.

7. PLANS - As of May 1, 2020, any new residential additions or new construction projects will require THREE (3) sets of construction drawings for review (Must be ¼” scale). Any other type of residential construction typically requires TWO (2) sets of construction drawings for review. Please note that sealed design plans may be required under R106.1 of the 2015 IRC Code. Again, for further clarification please contact Keycodes Inspection Agency at 610-866-9663.

8. ELEVATION DRAWINGS - all elevations must be shown and indicate the height of the structure and the height of the finish grade. If there is going to be a walk out basement the sloped grading must be indicated on the plans.

9. WALL BRACING - a plan showing all wall bracing requirements shall be submitted and follow the PA Uniform Construction Code (PA UCC).

10. ROOF FRAMING - a roof framing detail plan must be submitted indicating if the roof will be constructed with standard framing lumber or roof trusses.
    - If standard framing will be used - all rafters, hip rafters and ridge board sizes must be indicated along with the spans of each and roof pitch.
    - If roof trusses will be used - then the type / style of roof truss must be indicated, the spacing of each truss and an engineered truss design must be submitted with the engineer’s professional seal.

11. CROSS SECTION DETAIL - a cross section detail plans must be included and show all materials from the footer up to the roof and include all material sizes and spacing. This plan shall show as much details as possible including (rebar, psi of concrete, vapor barrier, anchor bolts, floor joists, wall studs, sheathing, house wrap, insulation R-values, ceiling joists, rafters, ridge board, roof trusses, hurricane tie down clips, roof sheathing, snow & ice shield). The foundation area shall be noted as “full basement”, crawl space or slab on grade".

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12. **ENGINEERED MATERIALS** – any material that is engineered (I-Joists, floor trusses, LVL beams, roof trusses, superior wall foundations) shall have all the design specifications submitted. All steel beam sizes shall be noted on the plans and shall have documentation of how the steel beams were sized. Anything that is “engineered” shall have the design professional’s seal on the information submitted.

13. **BASEMENT CEILING** – if using engineered I-Joists or floor trusses or any other type of engineered floor system, the basement ceiling must have a minimum of ½-inch gypsum, 5/8-inch wood structural panels or No Burn applied/attached to the ceiling per PA UCC.

14. **FLOOR PLANS** – all floor plans must be submitted including basement, first floor and second floor.
   - A foundation plan shall show location of second egress and location of sump pit, HVAC equipment and any future bathroom plumbing.
   - All rooms shall be labeled for the intended use and room sizes shall be indicated.
   - All doors and windows shall be shown and the sizes of each shall be noted on the plans.
   - Tempered glass and all safety glazing shall be noted on the plans and which windows and doors will be tempered and/or safety glazing.
   - Bedroom windows shall be labeled “EGRESS” and comply with the egress code requirements.
   - All electrical devices shall be indicated on the floor plan.
   - Smoke and Carbon Monoxide detectors shall be shown on the floor plans.

15. **ENERGY** - all R-values of insulation (basement walls or ceiling, walls and attic ceiling).
   - All windows and doors U-factor ratings (.32 or better).
   - The chosen Energy Code path must be indicated.
   - A programmable thermostat is required.
   - Attic hatches must be insulated and weather sealed per the chosen Code path (R20 min.)
   - All HVAC equipment energy ratings shall be provided.
   - Walkout basement areas must have 2-inch rigid foam (R-10) on the interior perimeter of the foundation.
   - The energy certificate must be placed on the electrical panel box for final inspection. NOTE: A BLOWER DOOR TEST MUST BE PERFORMED AND RESULTS SUBMITTED AT FINAL BUILDING INSPECTION.

16. **PLUMBING** – all water and sanitary piping materials shall be indicated on the plans. A venting schematic plan must be submitted showing all drain, waste and vent sizes. Residential property owners can apply for the permit ONLY if they are performing the work at their primary residence; otherwise it must be applied for by a licensed Master Plumber of a first-class Township or City in the state of Pennsylvania. Documentation of license will be required as well as proof of identification (PA ID).

17. **MECHANICAL/HVAC** – all duct work R-values shall be indicated on the plans. Furnish 2 sets of all equipment specifications. R-8 for feeds and returns in attics and areas outside the thermal envelope.

18. **ELECTRICAL** – must note the NEC code edition on the plans. If submitting a plan, show placements of all electrical devices.

19. **SOIL EROSION/SEDIMENTATION CONTROL** – No sediment or soil may leave jobsite. Appropriate control measures must be implemented and remain in place for the entire duration of the construction until site is properly stabilized. NO WORK may commence until these measures are in place and approved. In addition, if work commences during ‘non-growing’ season, site must be covered with appropriate stabilization materials.

**REMINDER:** Separate permits are required for Plumbing, Mechanical/HVAC, and Electrical. They must be applied for by the person or contractor doing the work. All work must comply with PA Uniform Construction Code and Whitehall Township Local Amendments to same.