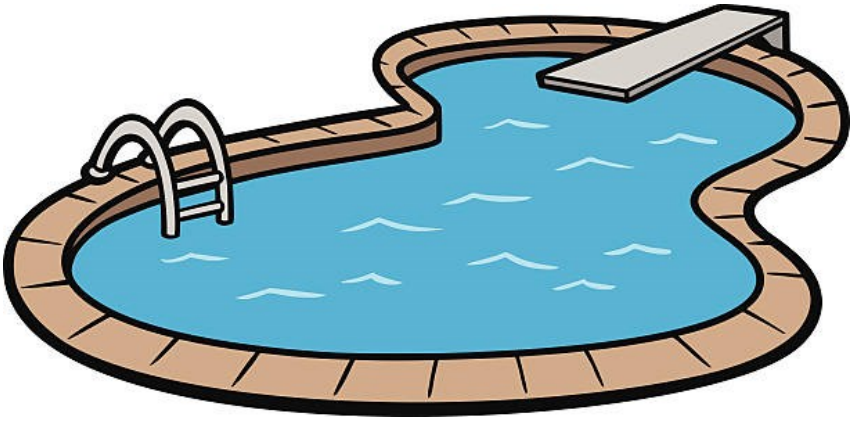
Whitehall Township Swimming Pool, Spa and Hot Tub Code Guide



BASED ON THE 2018 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/ISPSC2018/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 Website, 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 3/2023

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Does My Pool Need a Permit?

Permit Not Required - Any pool holding less than 24” of water

Permit AND Fence Required

DEFINITION

Pools in this Code refer to all private pools, any structure intended for swimming, recreational bathing or wading that is ***NOT capable*** of containing water twenty-four inches (24) inches or more. 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 *not* capable of containing water *over* twenty-four (24) inches 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 MORE THAN 24" 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 $ 60.00 for *each* permit application being submitted. Additional fees will be due at permit issuance. 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.

Please note that no construction materials are ever permitted to be stored on any township street.

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.

PLEASE NOTE: If **ALL** safety requirements cannot be met, the temporary pool **CANNOT** be placed on the property. If a temporary pool is installed without permits, the property owner will be served a notice indicating the violation. If compliance is not met within the given deadline, citations may be issued.

See page 23 for temporary pool submission checklist.

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. 1155 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.

BARRIERS/FENCING (see attached drawings for additional information)

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 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.

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.

Please see additional helpful graphics on pages 11-15

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.

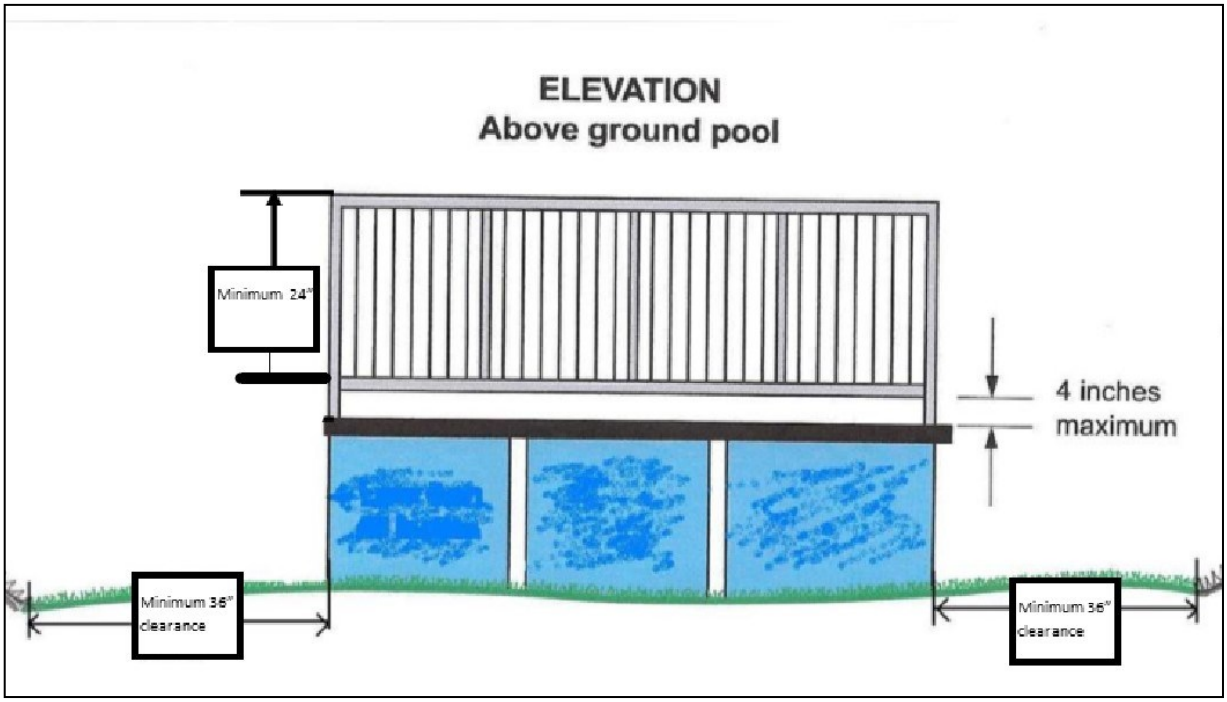
8. Where the barrier for an above ground pool structure is mounted on top of the pool structure, and the means of access is a ladder or steps:

   - 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.

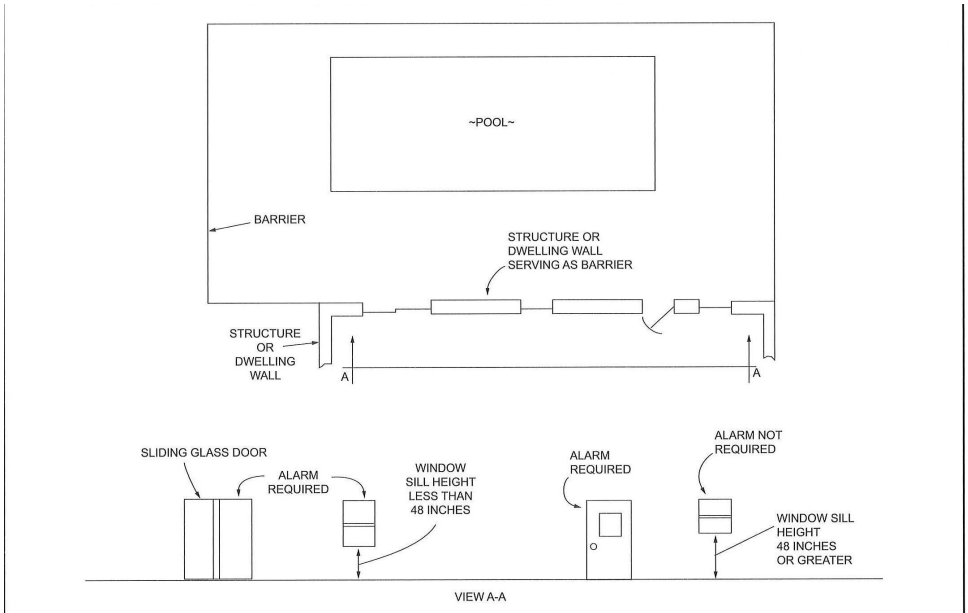
10. Barriers shall be located so as to prohibit permanent structures, equipment, or similar objects from being used to climb the barriers.



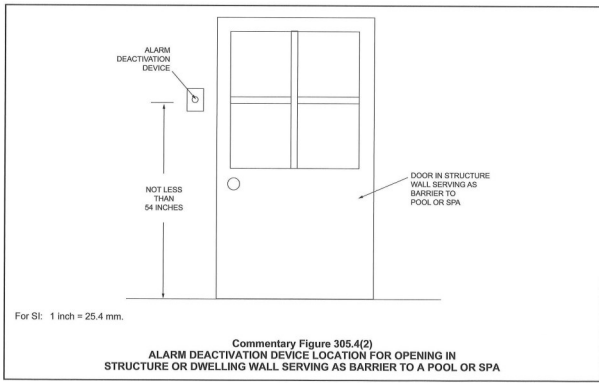
11. **Dwelling Unit as a Barrier.** Where a wall of a dwelling unit is proposed as part of the barrier/enclosure, the following shall apply:

Doors and windows (with sills less than 48-inches above the finished floor) 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.

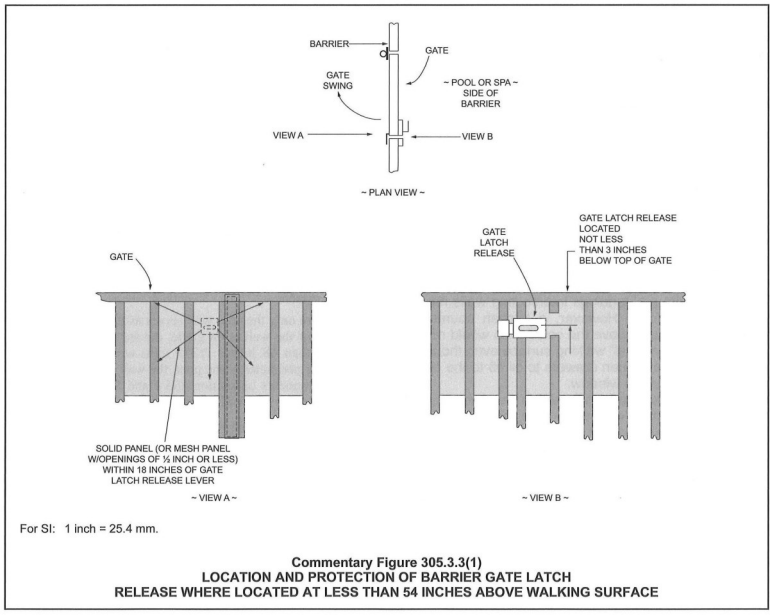


Commentary Figure 305.4(1)
STRUCTURE OR DWELLING WALL SERVING AS A BARRIER TO A POOL OR SPA



Commentary Figure 305.4(2)
ALARM DEACTIVATION DEVICE LOCATION FOR OPENING IN STRUCTURE OR DWELLING WALL SERVING AS BARRIER TO A POOL OR SPA

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.



Commentary Figure 305.3.3(1)
LOCATION AND PROTECTION OF BARRIER GATE LATCH RELEASE WHERE LOCATED AT LESS THAN 54 INCHES ABOVE WALKING SURFACE

Commentary Figure 305.3
VIOLATION—WRONG SWING DIRECTION ON PEDESTRIAN ACCESS GATE

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.

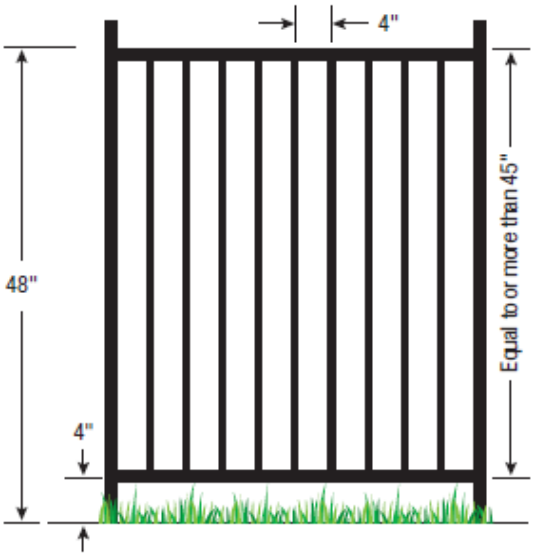


Figure 1

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.

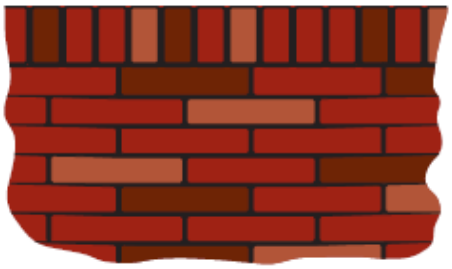


Figure 2

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.

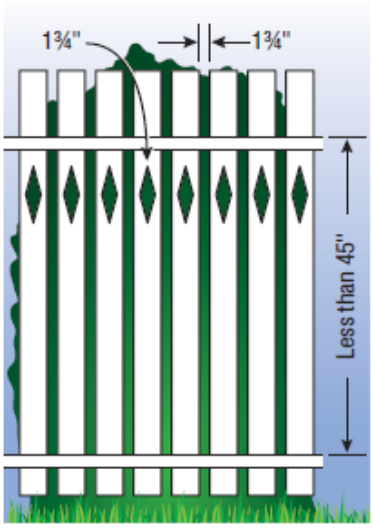


Figure 3

The spacing between vertical members and within decorative cutouts should not exceed 1¾ 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 1¾ inches.

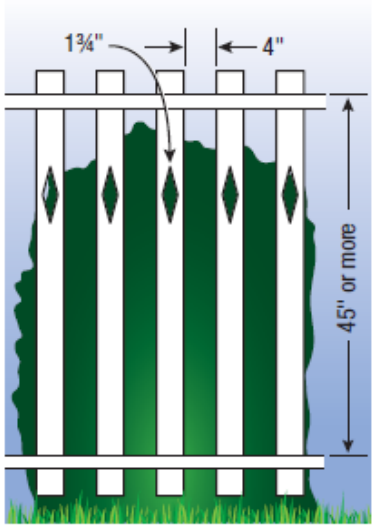


Figure 4

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 1¾ inches.

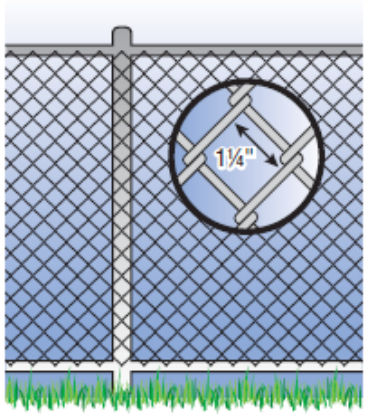


Figure 5

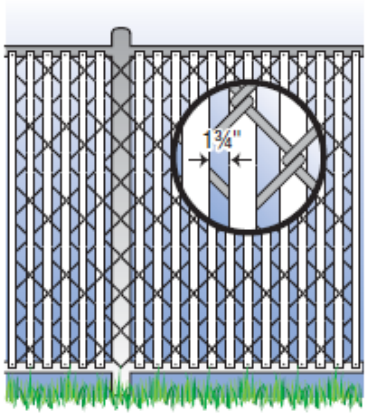


Figure 6

For a Fence Made Up of Diagonal Members or Latticework

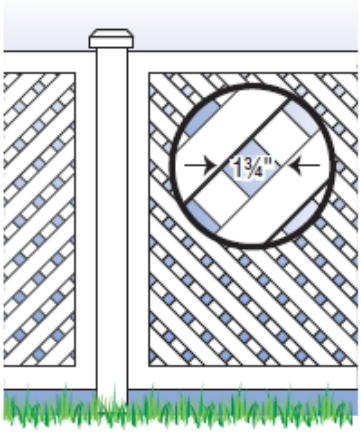


Figure 7

The maximum opening in the lattice should not exceed 1¾ inches.

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

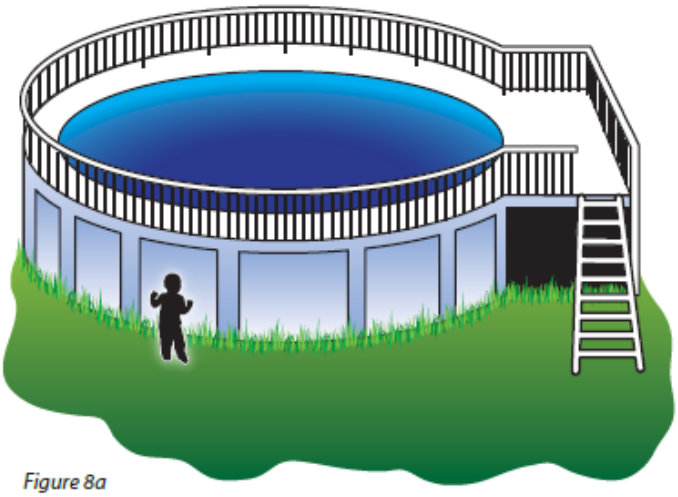


Figure 8a

Figure 8b

Figure 8c

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.

Figure 9

Decks used as a barrier shall comply with 2018 IRC regarding landings. Gates shall open outwards but cannot open over steps.

311.7.6—2018 IRC for landings
311.7.6—Exception for door swing

How to Prevent a Child from Getting UNDER a Pool Barrier

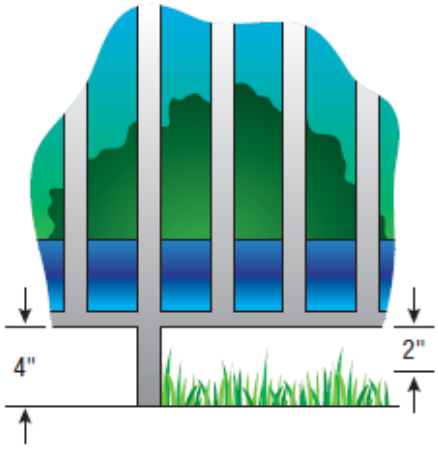


Figure 10

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.

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.

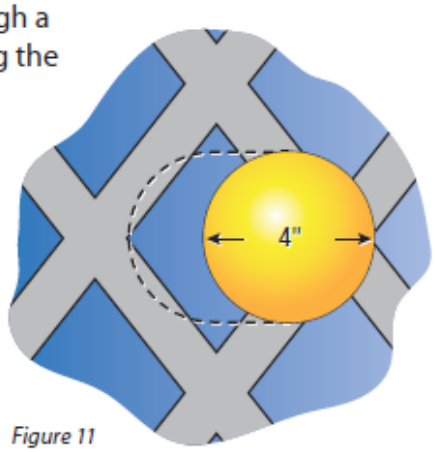


Figure 11

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.

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. Or comply with Table 4203.6—2018 IRC.

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.

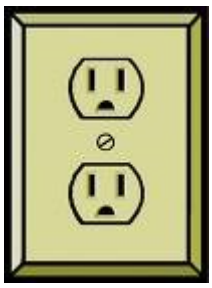
2. **Where Required.** At least one 125 volt 15 or 20 ampere convenience duplex receptacle supplied by a general purpose branch circuit shall be located a minimum of six (6) feet from and not more than 20 feet from the inside walls of the pool. This receptacle shall not be located more than 6 feet, 6 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, or no less than 12" if protected by a GFCI, 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.

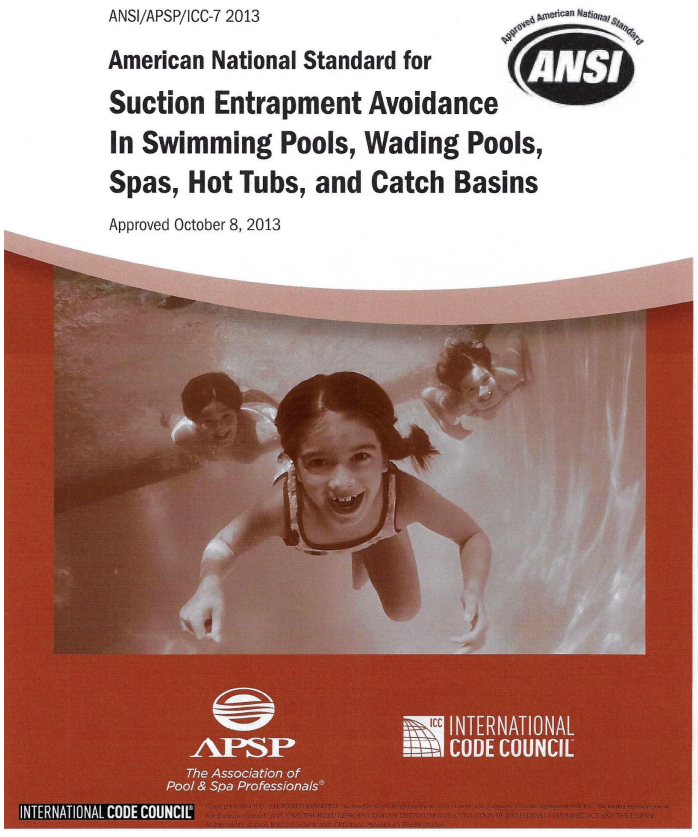
Switching Devices. Switching devices shall be located not less than 5 feet horizontally from the inside walls of pools, except where separated from the pool, spa or hot tub by a solid fence, wall or other permanent barrier.

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.

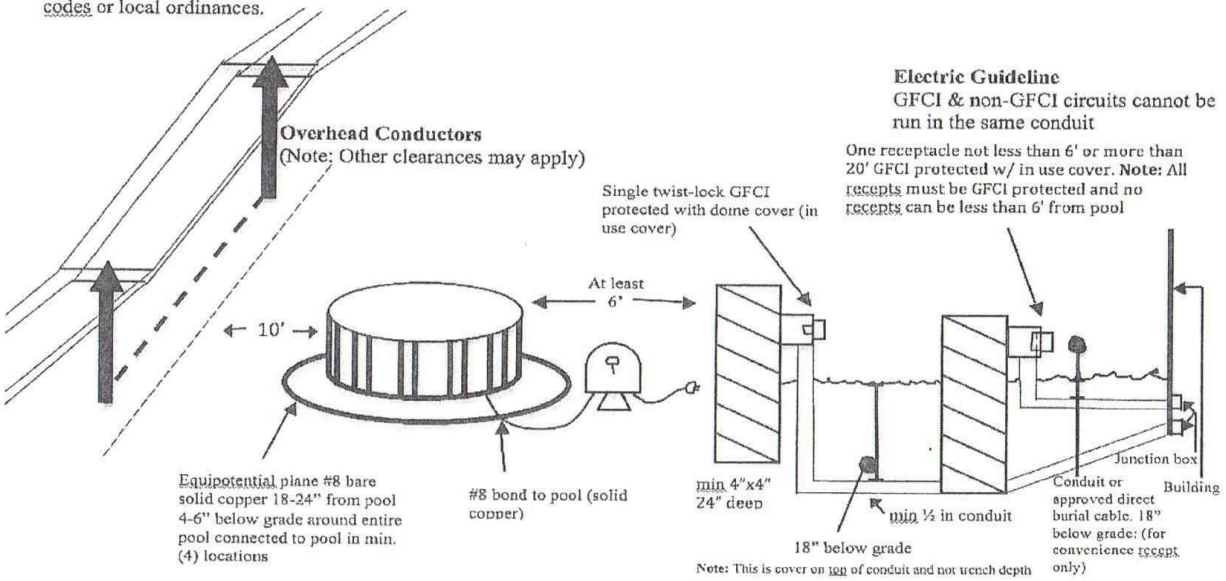
ALSO NOTE:

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.



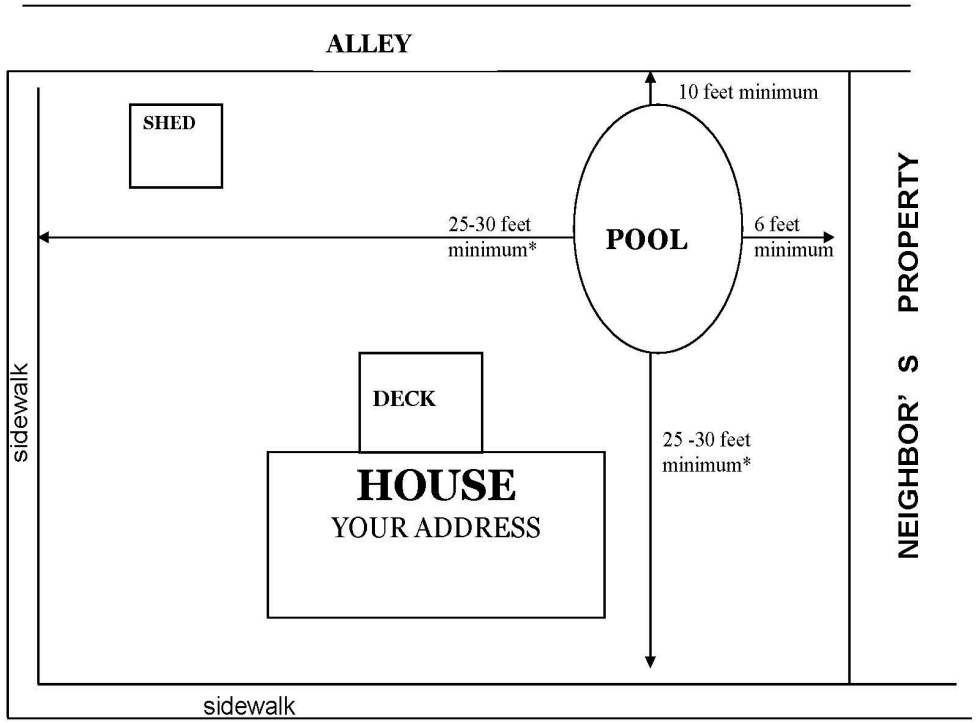
ELECTRICAL REQUIREMENTS

Note: This drawing is intended to aid in the wiring of your pool. It is not a guarantee that the inspection will pass and does not relieve you of compliance with the applicable codes or local ordinances.



Keystone Code Consulting and Enforcement

PLOT PLAN REQUIREMENTS



PLAN MUST SHOW ALL PROPERTY LINES

MINIMUM DISTANCES

- To side and rear property line - **6FEET**
- To any alley **– 10 FEET**
- ***No pool can be located in a front yard*** (any yard that abuts a street) – please consult with the zoning office to determine what the setback must be
- Plan must include all easements or rights of way encumbering your lot
- All other structures on the property must be shown – i.e., deck, shed, driveway, etc.
- The pool size, type of fencing/barriers, proposed deck areas, gates, closures and alarms are required to be shown/noted
- All accurate distances and measurements must be shown

* minimum front yard setback distance varies depending on the zoning district in which you reside – contact Zoning Officer for more information.

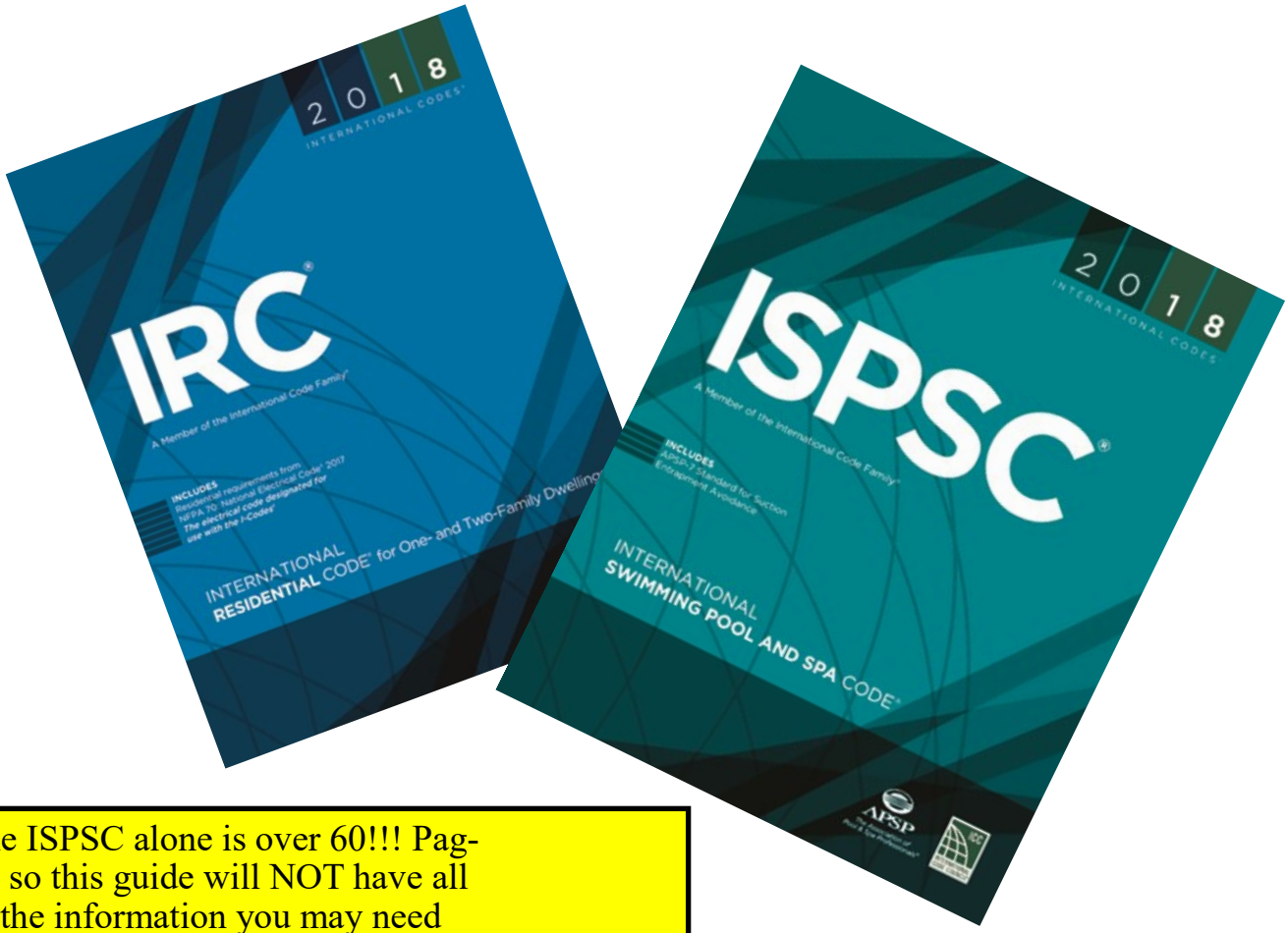
REMEMBER TO CALL PA ONE CALL
(8-1-1-) **3 DAYS BEFORE EXCAVATION!**

REMEMBER!

AGAIN, PLEASE REMEMBER THIS IS A GUIDE ONLY!!

FOR MORE DETAILED INFORMATION GO TO :

Https://codes.iccsafe.org/content/ISPSC2018/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 information you may need for your installation. Please visit the links above for further information as you need it.

2023 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 $ 60.00. Additional fees may be due at permit issuance. **No permit will be accepted without the appropriate application fee.**

Above Ground Pools and Hot Tubs:

Building Permit: $ 149.50 PLUS deck permit fees for free-standing decks not part of pool structure

Electrical Permit: $ 149.50

Inground Pools:

Building Permit: $ 224.50

Electrical Permit: $ 224.50

Temporary/Removable Above Ground Pools:

Building Permit: $ 54.50 per season

Electrical Permit: $ 119.50

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:* ****THIS CHECKLIST ALSO APPLIES TO TEMPORARY POOLS.***

- ☐ ***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.)***
- ☐ ***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***
- ☐ ***Site 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***
- ☐ ***Completed building permit AND electrical permit applications***
- ☐ ***Certificate of insurance if a contractor is installing the pool***
- ☐ ***Non-refundable application fees***

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!

WHITEHALL TOWNSHIP
3219 MACARTHUR ROAD
WHITEHALL, PA 18052

No._____

Permit No.

LOCATION OF PROPOSED WORK OR IMPROVEMENT Zoning District _____

Site Address: _____ Tax Parcel #_____

Lot #_____ Subdivision/Land Development:_____ Phase:_____ Section: _____

Address

Owner:_____Email: _____

Mailing Address:_____ Phone #: _____

Occupant/Tenant: _____Email:_____

Mailing Address:_____ Phone #: _____

Contractor:_____Email:_____

Mailing Address:_____ Phone #: _____

Architect:_____Email:_____

Mailing Address:_____ Phone #: _____

TYPE OF WORK OR IMPROVEMENT (*Check One*) ☐ New Building ☐ Addition ☐ Alteration
☐ Repair ☐ Demolition ☐ Temporary Trailer ☐ Sprinkler ☐ Other (Shed, Driveway, Fence, etc.)

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

☐ 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 or will 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**

BUILDING DIMENSIONS

Existing Building Area: _____ sq. ft.
Proposed Building Area: _____ sq. ft.
Total Building Area: _____ sq. ft.

Number Of Stories: _____
Height of Structure Above Grade: _____ 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 X _____ PRINT NAME _____

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.

X _____ _____
SIGNATURE of Property Owner **Print Name of Property Owner**

X _____ _____
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)

Type of document:	Submitted	Signed & Sealed	Date:	Revision Date:
Foundation Plans	☐ Yes ☐ No	☐ Yes ☐ No	_____	_____
Construction Drawings	☐ Yes ☐ No	☐ Yes ☐ No	_____	_____
Electrical Drawings	☐ Yes ☐ No	☐ Yes ☐ No	_____	_____
Mechanical Drawings	☐ Yes ☐ No	☐ Yes ☐ No	_____	_____
Plumbing Drawings	☐ Yes ☐ No	☐ Yes ☐ No	_____	_____
Specifications	☐ Yes ☐ No	☐ Yes ☐ No	_____	_____
Workers Comp Certificate	☐ Yes ☐ No		_____	_____

APPROVALS:

BUILDING PERMIT DENIED: Date _____ Date Returned _____

BUILDING PERMIT APPROVED: _____ Date _____

ZONING / CODE ADMINISTRATOR _____

Date Issued _____ Date of Inspection _____

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:

SITE OR PLOT PLAN – FOR APPLICANT USE – SHOW ALL PROPERTY LINES -LABEL STREETS AND ALLEYS- ALL EXISTING STRUCTURES

Non-refundable application fee due at time of submission.

$60.00 for residential and $150.00 for commercial. Additional fees will be due at permit issuance.

WHITEHALL TOWNSHIP
ELECTRICAL
PERMIT APPLICATION

PERMIT #: **E#** _____

ISSUE DATE: _____

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.

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)

APPROVAL / DENIAL:

☐ **ELECTRICAL**_____

REVIEWER **DATE**

ITEMS TO INCLUDE WITH APPLICATION

☐ APPLICATION FEE

☐ PLANS / SPECS

CONDITIONS:

_____

_____

_____

_____

_____

FEES:

☐ PERMIT FEE $ _____

☐ P/R FEE $ _____

☐ TWSP. FEE $ _____

☐ PA UCC FEE $ _____

SUBTOTAL $ _____

☐ APPLICATION FEE* $ _____

CASH / CHECK # _____

** Application Fees are non-refundable*

BALANCE DUE $ _____

DATE PAID: _____

CASH / CHECK # _____

☐ APPLICANT CALLED / EMAILED

DATE: _____

SECTION 2 – WORK TO BE DONE

ELECTRICAL INFORMATION – PLEASE NOTE: Electrical work for deferred submittals (i.e., signage, fire alarms, low voltage) must be listed on a separate electrical permit application when deferred items are submitted for approval.

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	NUMBER
SWITCHES	
RECEPTACLES	
LIGHTING	
OTHER	

LIST ALL EQUIPMENT QUANTITIES AND WIRING:

ELECTRIC HEAT _____ (Watts)

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)**

Revised SEPTEMBER 2023

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 #300
Scranton, PA 18505
(570) 963-4635

All certificates are made out to:

Whitehall Township
3219 MacArthur Road
Whitehall, PA 18052
Fax # 610-435-5518

PLEASE NOTE:

Whitehall Township does not keep 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.**

WHITEHALL TOWNSHIP
BUREAU OF PLANNING, ZONING & DEVELOPMENT
WORKERS' COMPENSATION INSURANCE
COVERAGE INFORMATION

This form is to be accompanied by a completed Permit application. If claiming an exemption, this form must be notarized.

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 (Must complete):

Applicant Name: _____

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. **THIS FORM MUST BE NOTARIZED.**

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

_____ DAY OF _____ 20 _____

_____

SIGNATURE OF NOTARY PUBLIC

MY COMMISSION EXPIRES: _____

(Seal)

Signature of Applicant: _____

Printed Name of Applicant: _____

Address: _____

_____

WHITEHALL TOWNSHIP
RESIDENTIAL SUBMISSION CHECKLIST
Revised OCTOBER 2022

TO BE ACCEPTED, RESIDENTIAL BUILDING PERMIT APPLICATIONS MUST INCLUDE EACH OF THE FOLLOWING:

☐ ***Completed* permit application(s).** Must be filled out and signed by contractor or person doing the work. On your application, please provide a valid email address for correspondence. No faxed or emailed applications will be accepted.

REMINDER: Separate permits are required for plumbing, mechanical/HVAC, and electrical work.

☐ **Non-refundable application fee** ($60.00) for each permit application payable to **Whitehall Township**. Additional fees will be due at permit issuance.

☐ **Certificate of insurance** showing Worker's Compensation coverage *OR* a notarized exemption affidavit form. The insurance certificate must list Whitehall Township as the certificate holder. *We do not keep any insurance certificates on file.*

☐ **A site plan** showing all setbacks for proposed structure, all existing structures on lot, property line dimensions and what surrounds the property, and any right of ways or easements encumbering lot.

☐ **Construction plans.** Any new single-family homes or additions 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 (i.e., decks, pools, patios, roofs, kitchen, or bathroom alterations, etc.)

*For more information on plan/drawing requirements or code requirements, please see the "Residential Permit Plan Requirements and Code Guidelines" document.

☐ 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 hard copies of all documents to the Township at 3219 MacArthur Road, Whitehall, PA 18052.

610-437-5524 Ext. 1131