

PERMITS ARE REQUIRED WHEN:

1. Change of a use or a change in occupancy is involved.
2. Constructing a new building.
3. Making alterations or repairs, whether interior or exterior.
4. Adding new structures or additions to property (this includes but is not limited to sheds, garages, satellite dishes, swimming pools, patio roofs, patios or decks, fences, parking lots and driveways, among other things).
5. Plumbing fixtures are installed or replaced (including but not limited to: sanitary sewer laterals, water service laterals, storm sewers and drains, roof drains and rain leaders, sprinkler systems, process piping, heating and cooling systems and boiler replacements).
6. Electrical fixtures are installed or replaced (including but not limited to any electrical or electrically related work, electrical heating/cooling systems, electrically illuminated signs and any electrical work installed for accessory uses, including swimming pools).
7. Razing or removing of any building or structure.

WHO MAY APPLY FOR PERMITS:

1. Only the owner, lessee or legal representative of same may apply for Use Permits.
2. Building, Electrical, Mechanical, and Zoning Permits – Contractor or property owner, if there is no Contractor.
3. Plumbing Permits - Master Plumber with the proper credentials. Property Owner can only apply if they are doing the plumbing work on their primary residence themselves. Permit must be applied for in person.

WHERE PERMITS CAN BE APPLIED FOR:

1. Permits for commercial and residential construction and/or alterations may be applied for at the Township or you can also download the application forms online at www.whitehalltownship.org. However, we do not accept faxed or emailed applications; all applications must have original signatures. For further information, please contact us.

INFORMATION REQUIRED AND PROCEDURES TO FOLLOW FOR SUBMITTING A BUILDING PERMIT:

Step I

- A. Building permit application, which includes the following, must be completed
 1. Description of the proposed construction.
 2. Estimated cost (true market value).
 3. Type of occupancy or use.
 4. Name, address, and telephone number of contractor (if one is involved) and property owner.
 5. Signed by contractor and property owner.
 6. Flood Plain information including if site is located within an identified flood prone area (see www.fema.gov and select Flood Map Service Center).
- B. Plot Plan
 1. Must include all structures currently on the property and accurately depict dimensions and setbacks, including rights of way or easements and Flood Plain.

- C. Blueprints/Building Plans
 1. 2 sets are required for new residential or existing residential construction.
 2. Must show all dimensions of rooms, species and grades of all lumber to be used in framing of structure.
 - D. Workmen's Compensation Insurance Information
 1. If contractor with employees, a proper insurance certificate must be submitted with permit, with Whitehall Township named as certificate holder.
 2. If contractor with no employees, a notarized exemption form must be submitted with permit.
- * A new Certificate must be presented with EACH and every permit application.**

Step II

- A. Applications and plans are forwarded to Building Inspector for review and cost analysis.
- B. Permit will be forwarded to Zoning Officer for zoning review.
- C. All permits for new construction are routed to all pertinent departments for review.

Step III

- A. Construction
 1. All required inspections must be made; including, but not limited to: footings, drain tile systems, foundation and basement walls, and back fill inspections.
 2. Framing: after rough plumbing, electrical, mechanical and fire stopping is completed and inspected and prior to applying house wrap.
 3. Energy: insulation.
 4. Gypsum Wall Board: prior to tape and spackle.
 5. Final Inspection: when building or structure is completed for all permits.
- B. Issuance of Certificate of Occupancy - issued when all final inspections are performed and approved by the appropriate inspection offices. Allow a minimum of 3-5 business days to issue.

GENERAL BUILDING CODE DIRECTIVES:

1. Secure use, building, electrical, mechanical, plumbing, demolition permits, etc. BEFORE starting any work. Fees may be doubled if work is started without first securing the appropriate permits.
2. It is the responsibility of the Contractor/Applicant to request the required inspections. **All inspection requests require a minimum 48 hours notice.** ANY INSPECTION REQUESTS WHICH DO NOT MEET THESE TIME REQUIREMENTS MAY BE POSTPONED TO THE NEXT AVAILABLE OPENING. ANY INSPECTION THAT IS NOT READY AND WAS NOT CANCELLED MAY BE CHARGED A RE-INSPECTION FEE.
3. Permit card and property address must be prominently displayed at the construction site until all work is complete.
4. All structural changes in construction after permit is issued, requires a new plan review and must be brought to the attention of Keycodes Inspection Agency immediately.

5. PA Act 46 (permit extension Act) notwithstanding, work must be started within 6 months of the permit date or the permit is VOID.
6. Approved construction plans must be on the job site at all times.

DEMOLITION OF STRUCTURES:

1. Service Connections – Before a structure can be demolished or removed, the owner or agent must notify all utilities having service connections within the structure such as water, electric, gas, sewer and other connections.
2. Lot Regulation - Whenever a structure is demolished or removed, the premises must be kept free from all unsafe or hazardous conditions by regulation of the lot, restoration of established grades and the erection of the necessary retaining walls and fences. An adjoining structure **MUST** be restored to a weatherproof condition. This is the responsibility of the owner of the lot who is demolishing the structure.

FOOTINGS FOR NEW CONSTRUCTION:

1. Must be inspected and approved before placement of concrete.
2. Satisfactory Foundation Materials – satisfactory bearing materials for spread footings include: ledge rock on its natural bed; natural deposits of sand; gravel or firm clay; or a combination of such materials provided they do not overlie an appreciable amount of peat, organic silt, soft clay, or other objectionable materials.
3. Must be formed. Excavated trench footers must be prepared below frost line.
4. Excavated footings must have square bottoms and sides, and be free of loose dirt, water and frost.
5. Concrete footings for single story frame construction must be a minimum of 18" wide by 9" deep, and a minimum of 9" x 20" wide for two (2) story construction.
6. Concrete footings to receive concrete foundations must be keyed or doweled. Footings to receive block must have a rough surface.
7. All footings must be a minimum of 36" in grade to their base.
8. Frost protection – except when erected upon solid rock or otherwise protected from frost; foundation walls, piers and other permanent supports that support all buildings and structures must extend a minimum of 36" below exterior grade. Spread footings of adequate size must be provided to properly distribute the load within allowable bearing value of soil. Structures must be supported on piles or ranging timbers when solid earth or rock is not available. No footing may be founded on frozen soils. When rock is present, the Building Inspector has discretion in determining whether or not extra reinforcing is required.
9. On grade slabs must have 2" thick insulation from top of foundation wall to 24" min. below outside grade on all occupied buildings.

FOUNDATIONS:

1. Concrete foundation walls for one story frame construction must be minimum 8" wide or 10" masonry & minimum 7' 10" in height.
2. Concrete foundation walls for one story brick or stone veneer must be minimum 10" wide & minimum 7' 10" in height.
3. Concrete foundation forms must remain in place 48 hours after poured.
4. All concrete foundations must have snap ties broken off and filled with roof cement and be water proofed.
5. All other snap tied holes exposed in the foundation are to be filled with cement grout.
6. All honeycombs and voids in walls and slabs must be patched with cement grout.
7. All cement block foundation walls must be topped with at least two (2) courses of brick or solid block to provide full bearing for joists for one story frame construction.
8. All block foundation walls must be parged and water proofed to grade level.
9. Foundation walls for two (2) story construction must be 75% solid 12" core block or 10" poured concrete walls & minimum 7' 10" in height.
10. Beam pockets must be filled in with masonry and grout.
11. In frame construction plates must be anchored to foundation walls within 12" of corners and end of plates and with ½ inch bolts embedded not less than 16" in masonry walls. (PER CURRENT CODE)
12. Supports under main beams shall be not less than 4-inch standard steel pipe with steel flange plates on both ends.
13. When block foundations are used – pylons are to be placed at the required places.

WOOD FRAME CONSTRUCTION:

1. All plates must be 2 x 6 to provide a minimum of 4 inch bearing and plates are to be of treated lumber.
2. Sill seal must be applied before plates are anchored.
3. Cuts or notches in top or bottom of joists and rafters may not be in center 1/3 and not exceed 20% of depth of member.
4. Studs, joists and rafters must be spaced 16" on center and a minimum of 4" bearing.
5. Engineered floor joists when used as floor/ceiling combination; ceiling portion must be covered with 5/8" type "X" gypsum wall board including basement.
6. ¾" T. & G. (plywood or Oriented Strand Board) must be used in lieu of ½ "sub-floor with minimum ½" sub-floor under layment.
7. 2x3 inch studs are not permitted in any walls or partitions.
8. Collar ties are required at each third rafter.
9. All gable ends must be 16" on center.
10. All wood trusses must be approved for use by the Building Inspector before trusses are installed.
11. Ridge rafter must have a minimum of 3 "T" ridgepole supports.
12. All top plates, jams, trimmers and headers must be doubled.
13. Roof and exterior sheathing must be a minimum of ½" thick on 16" center with approved grade exterior sheathing. Metal inlet "T" bracing may be substituted when approved.

14. Bathroom and kitchen floors must be a minimum of 3/4" exterior grade plywood.
15. When using masonry type tiles, a layer of ¼" thick tile backer board or ½" cement board is required over subfloor.
16. All headers 6'0" or greater must be packed with ½" thick contiguous plywood solid core, and supported with double jack studs at each end.
17. Six (6) inch wall is required for main stack for plumbing.
18. All lumber shall be No. 2 or better and be properly graded, meeting American Forest Products Association requirements.
19. Commercial buildings shall use steel studs only.

FIRE STOPPING:

1. All openings in the upper or lower plates & 10' horizontal of all walls must be sealed tight with approved non-combustible filler compound (American Standard Testing Materials - E136 rated).
2. All frame partitions, which separate a garage from a dwelling, or accessory structure must be 5/8" gypsum board (fire rated 1½ hour) applied to surfaces of the wall and ceiling, and insulated. All other walls require ½" gypsum wall board. All joints taped and spackled.
3. Wood paneling must be backed with 1/2" gypsum board.
4. All doors leading from garage to home must be minimum – 1 3/8" solid core or all metal.
5. All drop ceilings & soffits must be fire stopped.
6. An approved AC/DC interconnected smoke detector must be installed on every floor level and bedroom including the basement.
7. A Carbon Monoxide detector must be installed in the vicinity of bedrooms when a fuel fired appliance is installed or having an attached garage.

FIREPLACES:

1. Hearth – Every fireplace must be constructed with a hearth of brick, stone, tile or other noncombustible material. For fireplaces with an opening of less than 6 sq. ft., hearth extensions shall extend at least 16" in front of, and at least 8" beyond, each side of the fireplace opening. Where the fireplace opening is 6 square feet or larger, the hearth extension shall extend at least 20" in front of, and at least 12" beyond, each side of the fireplace opening. Such hearths must be supported on trimmer arches of brick, stone, tile or concrete not less than 4" thick or other equally strong and fire resistance rated materials. All combustible forms or centering must be removed upon completion of the supporting structure.
2. Chimney & Vents – Each fireplace must be vented with a separate chimney. All chimneys venting wood burning fireplaces, including stacks and flues, which emit sparks, must be provided with a spark arrestor of approved non-combustible construction.
3. Damper – Every fireplace must be equipped with an approved damper.
4. Floor Framing – All header and trimmer beams of combustible floor construction must be located at least 4" from face of chimneys and backs of fireplaces and all the spaces fire stopped.
5. Combustion air for masonry fireplaces shall be from exterior.
6. Approved glass covering shall be placed.

TOWNSHIP

OF

WHITEHALL



RESIDENTIAL BUILDING CODE GUIDE

Whitehall Township enforces the PA Uniform Construction Code locally, and with the International Codes and Local Amendments thereto, all construction is regulated. The information contained herein is **ONLY A GUIDE** of the Whitehall Codes and are in no way intended to be an all-encompassing presentation of the Codes. For specific or additional information you must contact the Township or the Township's contracted Inspection Agent, Keycodes Inspection Agency.

WHITEHALL TOWNSHIP

3219 MacArthur Road
Whitehall, PA 18052
Phone: 610-437-5524 Ext. 131

KEYCODES INSPECTION AGENCY

PO Box 391
Bethlehem, PA 18016
Phone: 610-866-9663