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 need 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