



**WHITEHALL TOWNSHIP
ROOF PERMIT CHECKLIST**

Revised JUNE 2022

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

- Completed building permit application.** 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.
- Non-refundable application fee** (\$150.00 for commercial, \$60.00 for residential) payable to **Whitehall Township**. Additional fees may be due at permit issuance.

NOTE: The permit fee for a residential roof re-shingle with NO structural changes is \$119.50. This can be paid in full at time of submission.

- 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.
- For residential roof repairs or replacements**, provide a detailed listing of materials to be used on the roof.
- For commercial/multi-family roof repairs or replacements**,
 - Submit THREE (3) copies of the listing of materials to be used including underlayment, drip edge flashing, ice shield, and finish materials.
 - Cut sheets and/or manufacturer's instructions should be submitted on multi-ply and built-up roof systems.
 - Must indicate the square footage of the affected area in the "building dimension" section of the building permit application.
- Contractor must have a valid Business Privilege License with the Treasurer's office.

ALL ITEMS MUST BE COMPLETE AT TIME OF SUBMISSION. FAILURE TO COMPLETE ALL ITEMS WILL RESULT IN APPLICATION DENIAL.

Please submit all documents to the Township at 3219 MacArthur Road, Whitehall, PA 18052.

No. _____

LOCATION OF PROPOSED WORK OR IMPROVEMENT		Zoning District _____
Site Address: _____	Tax Parcel # _____	
Lot # _____	Subdivision/Land Development: _____	Phase: _____ Section: _____

Owner: _____ Phone # _____ Fax # _____

Mailing Address: _____ Email: _____

Occupant/Tenant: _____ Phone # _____ Fax # _____

Mailing Address: _____ Email: _____

Contractor: _____ Phone# _____ Fax # _____

Mailing Address: _____ Email: _____

Architect: _____ Phone# _____ Fax # _____

Mailing Address: _____ Email: _____

TYPE OF WORK OR IMPROVEMENT (Check One)	
<input type="checkbox"/> New Building	<input type="checkbox"/> Addition <input type="checkbox"/> Alteration <input type="checkbox"/> Repair <input type="checkbox"/> Demolition <input type="checkbox"/> Relocation
<input type="checkbox"/> Foundation Only	<input type="checkbox"/> Change of Use <input type="checkbox"/> Sprinkler <input type="checkbox"/> 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	
<input type="checkbox"/> One-Family Dwelling (R-3)	<input type="checkbox"/> Two-Family Dwelling (R-3) <input type="checkbox"/> Multi-Family (R-2) <input type="checkbox"/> Hotels (R-1)
NON-RESIDENTIAL Specific Use: _____ Use Group: _____	
Change in Use <input type="checkbox"/> YES <input type="checkbox"/> 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) <input type="checkbox"/> Public <input type="checkbox"/> Private Sewer Service: (Check) <input type="checkbox"/> Public <input type="checkbox"/> Private	
Does or will your building contain any of the following:	
Fireplace(s): Number _____ Type of Fuel _____ BTU's _____ Type Vent _____	
Elevator/Escalators: <input type="checkbox"/> YES <input type="checkbox"/> NO	Lifts/Moving Walks: <input type="checkbox"/> YES <input type="checkbox"/> NO
Sprinkler System: <input type="checkbox"/> YES <input type="checkbox"/> NO	Pressure Vessels: <input type="checkbox"/> YES <input type="checkbox"/> NO
Refrigeration Systems: <input type="checkbox"/> YES <input type="checkbox"/> NO	

Permit No. _____
Address _____

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 _____ **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.

SIGNATURE of Property Owner

Print Name of Property Owner

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:

<input type="checkbox"/> STREET CUT/DRIVEWAY	APPROVED _____
<input type="checkbox"/> CUT AND FILL	APPROVED _____
<input type="checkbox"/> PENNDOT HIGHWAY OCCUPANCY	APPROVED _____
<input type="checkbox"/> DEP FLOODWAY OR FLOODPLAIN	APPROVED _____
<input type="checkbox"/> SEWER CONNECTION	APPROVED _____
<input type="checkbox"/> ON-LOT SEPTIC	APPROVED _____
<input type="checkbox"/> ZONING	APPROVED _____
<input type="checkbox"/> HARB	APPROVED _____
<input type="checkbox"/> OTHER _____	APPROVED _____

PROJECT DOCUMENTS (DRAWINGS & CALCULATIONS)

Type of document:	Submitted	Signed & Sealed	Date:	Revision Date:
Foundation Plans	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____
Construction Drawings	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____
Electrical Drawings	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____
Mechanical Drawings	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____
Plumbing Drawings	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____
Specifications	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____
Workers Comp Certificate	<input type="checkbox"/> Yes <input type="checkbox"/> 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**

