

TEMPORARY TENT
INFORMATION AND REQUIREMENTS

1. **PERMITS** - must be completed and signed by the contractor or person doing the work. All permits are submitted to the Township. Please note that no faxed or emailed applications will be accepted. **We require all permits to have original signatures.** Any questions pertaining to required plans or code question requirements, must be directed to Keycodes Inspection Agency at 610-866-9663.
2. **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.**
3. **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.
4. **ZONING CERTIFICATION FORM** - required to be completed by any Business Privilege License holder.
5. **SITE PLAN** – a detailed site plan showing the location and size of the proposed tent along with the setbacks to all property lines.
6. Must indicate on the building permit application the date the tent is going to be installed and when the tent will be removed along with the tent size.
7. All tents shall bear a tag to verify fire rating treatment.
8. Tent stakes shall have protective caps installed.
9. Tents shall be installed to withstand wind, rain and snow loads.
10. A minimum number of fire extinguishers shall be provided.
11. Egress pathways shall be provided and maintained.
12. Public use tents shall be accessible.