This form **MUST** be completed in its entirety prior to the issuance of **ANY** business privilege license whether business is located in Whitehall Township or not.

**BUSINESS NAME** – **COMPLETE AS IT APPEARS ON YOUR WHITEHALL TOWNSHIP BUSINESS LICENSE**

__________________________________________________________

**MAILING ADDRESS** (Must include street address)

__________________________________________________________

**CONTACT PERSON** and **PHONE #**

__________________________________________________________

**FAX #** _______________ **EMAIL**

**SITE ADDRESS / JOB SITE LOCATION**

__________________________________________________________

**NATURE OF BUSINESS** (Check One):

☐ RETAIL  ☐ CONTRACTOR  ☐ RESTAURANT  ☐ OFFICE

☐ LANDLORD - (LIST ALL RENTAL ADDRESS(ES) and **COMPLETE REVERSE SIDE**)

☐ OTHER

__________________________________________________________

**ANY BUSINESS LOCATED IN WHITEHALL TOWNSHIP MUST ANSWER THE FOLLOWING QUESTIONS:** It is your responsibility to provide and retain the following necessary information to the Township

**NUMBER OF YEARS BUSINESS OPERATING AT THIS LOCATION**

__________________________________________________________

**HOW LONG HAVE YOU BEEN OPERATING AT THIS LOCATION?**

__________________________________________________________

**NUMBER OF EMPLOYEES AT THIS LOCATION**

__________________________________________________________

**NUMBER AND TYPE OF BUSINESS VEHICLES STORED AT THIS LOCATION**

__________________________________________________________

**USE PERMIT #** *(required)*

__________________________________________________________

**DATE OF TOWNSHIP CERTIFICATE OF OCCUPANCY**

__________________________________________________________

**IF THIS IS A HOME OCCUPATION LIST ANY OTHER BUSINESSES AT THIS LOCATION**

__________________________________________________________

**PLEASE DO NOT WRITE BELOW THIS LINE**

********************************************************************************

**ZONING DISTRICT** ____________ USE PERMIT APPLICABLE  Y / N  N/A  ----  HO ☐  NIHO ☐

APPROVED

__________________________________________________________

FOR INFORMATION REGARDING THIS FORM, PLEASE CONTACT THE **ZONING OFFICER** AT 610-437-5524, EXT 1155

FOR INFORMATION REGARDING YOUR **BUSINESS LICENSE**, PLEASE CONTACT THE **TREASURER’S OFFICE** AT 610-437-5524, EXT 1143

** Please retain copy of form for your records **

Revised November 2022
Please be advised that Whitehall Township Board of Commissioners, with the adoption of Ordinances 2813 and 2812, have established a requirement for all owners of rental property in the Township that either an on-site manager be designated for all rental properties, or a manager residing within ten (10) miles of the geographical boundaries of the Township. This designated “manager” must be authorized to accept service of process on behalf of the legal owner of said residential unit, provide access to and assume control of the premises and authorized to discharge alarms.

**FAILURE TO DESIGNATE THE REQUIRED RESPONSIBLE INDIVIDUAL COULD RESULT IN ENFORCEMENT ACTION AGAINST YOU AS THE PROPERTY OWNER.**

**PLEASE COMPLETE IN ITS ENTIRETY AND WRITE CLEARLY**

**Rental Property Manager Information – (must be completed for ALL rental properties)**

Site location / Street Address _________________________________________________________

Property Owner / Principal Owner Name ________________________________________________

Mailing Address (Not a P.O. Box) ____________________________________________________

______________________________________________________________________________

Phone Number ____________________________________________________________________

After Hours Phone Number ___________________________________________________________

Email _____________________________________________________________________

**OPERATOR, RESPONSIBLE AGENT OR MANAGER INFORMATION**

Name __________________________________________________________________________

Street Address (Not a P.O. Box) ____________________________________________________

______________________________________________________________________________

Phone Number ____________________________________________________________________

After Hours Phone Number ___________________________________________________________

Cell Phone Number __________________________________________________________________

Email __________________________________________________________________________