

DEVELOPMENT NEWS — SPRING & SUMMER 2025

New Property Owners Please Keep in Mind...

A certificate of occupancy inspection is required any time a property changes ownership or tenancy. Please note that it is the joint responsibility of both the *seller* and the *buyer* to have the property inspected and a new C-O issued. So, if you are buying a property, remember to ask the seller about the C-O status *before* you buy, or you will be held responsible for the lack of one. Landlords must request a certificate of occupancy inspection each time tenants change. This should be done *before* the tenant moves in.

SWIMMING POOL

PERMIT INFORMATION

ALL pools capable of holding more than 24" of water are regulated pools and require permits and security measures. Temporary pools (i.e. Intex) are regulated under the Pennsylvania Uniform Construction Code. Permits for temporary pools must be applied for each swimming season **prior** to the installation of the pool. The temporary pool shall not be permitted to exist for more than five (5) months from the date of issuance. The temporary pool must adhere to all applicable barrier, inspection, and safety requirements. If a temporary pool is installed without proper permits and inspections, there are pool enforcement procedures in place. The property owner will receive a notice and if they do not comply within the given deadline, citations may be issued. It's a **safety** issue!

Please see the Swimming Pool, Spa, and Hot Tub Guide for more in-depth information.

PERMIT APPLICATION PROCESS

The non-refundable permit application fee is \$60.00 for residential and \$150.00 for commercial. Please know this fee is not the permit fee and additional amounts will be due prior to permit issuance. All applications and documents can be found on our website at www.whitehalltownship.org under the "Forms and Docs" tab. **We do not accept any electronic submissions. All applications must be brought in during business hours, mailed, or placed in the development office drop box located at the front of the municipal building (available 24/7).** If you are utilizing the drop off box, we ask that you do not submit a cash payment. Please keep in mind that review time can range from 1 to 3 weeks for residential and 2 to 4 weeks for commercial. Please plan accordingly!

Important Numbers!

The Whitehall Township Bureau of Planning, Zoning & Development encompasses many varied areas. Here's a sample listing of some helpful numbers:

All Construction Inspections / Construction Questions:

Keycodes Inspection Agency
610-866-9663

Zoning Officer / Code Enforcement: 610-437-5524 Ext. 1155

Code Enforcement / Property Maintenance:
610-437-5524 Ext. 1123 or 1133

Street Opening / Curbing & Sidewalk:
610-437-5524 Ext. 1158 or Ext. 1162

Bureau Chief / Development Issues:
610-437-5524 Ext. 1134

Or, you may want to speak to our excellent support staff. They can be reached by dialing Extensions 1131, 1128, or 1138.

Reminders

- * Dragging dirt, mud, or other materials onto township streets is litter and you, as the property owner, as well as the truck driver can be cited for littering. In addition, if the street must be swept by the Township you will be billed for this service. No materials may be stored in roadway.
- * All property owners AND occupants are required to maintain their properties both inside and out. This means that all grass must be kept below fifteen (15) inches, the property must be kept in a clean, safe, and sanitary condition at all times, and any standing water on the property must be eliminated.
- * If you are having a property line dispute with your neighbor, you will need to consult an attorney. The township will not and cannot adjudicate disputes of property lines. This can only be done by a judge.
- * It is illegal to park any car, truck or similar vehicle (does not include RV's, boats or trailers) on unpaved surfaces of your yard. All drivable vehicles must be parked on an improved, paved surface or enforcement action may be taken against you.
- * Only certain types of businesses may be run from the home... those that do not in any way alter the character of the neighborhood. For more information see the Home Occupation Guide or consult with the Zoning Officer.
- * Any growth on your property can not extend into the public right of way or cause an obstruction to passing pedestrians or motorists. Street trees must be maintained at a minimum height of 8' over the sidewalks and 14' over the street and cannot obstruct traffic signs.
- * A zoning permit is required for any residential driveway installations, replacements, or extensions. A curb and sidewalk permit may also be required if your project will affect the apron.