



WHITEHALL TOWNSHIP MECHANICAL PERMIT APPLICATION

3219 MacArthur Road
Whitehall, PA 18052
610-437-5524 Ext. 1131

PERMIT #: **M#** _____

ISSUE DATE: _____

SITE ADDRESS: _____ **APPLICATION DATE:** _____

TENANT NAME: _____ **PHONE:** _____

CONTRACTOR NAME: _____ **PHONE:** _____

CONTRACTOR ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP CODE:** _____ **EMAIL:** _____

The Contractor / Applicant agrees that all work authorized under this permit shall be in accordance with Whitehall Township Ordinances and has been authorized by the Owner of record to make this application.

Application must be filled out and signed by the contractor or person doing the work.

Signature of Contractor / Applicant: _____

PRINT NAME _____

PROPERTY OWNER NAME: _____ **PHONE:** _____

OWNER ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP CODE:** _____ **EMAIL:** _____

DESCRIPTION OF PROPOSED WORK: _____

PROPOSED USE OF STRUCTURE: _____ 1 or 2 FAMILY DWELLING _____ COMMERCIAL _____ MULTI-FAMILY

IS PROPERTY IN A FLOOD ZONE? (Special requirements apply) _____ YES _____ NO

Map/Panel #: _____ **Flood Zone(s):** _____

PROJECT INFORMATION: (List Number of Units for Each)

Heating Units _____ **A/C Units** _____ **Exhaust Fans** _____ **Gas Equipment** _____ **Laundry** _____

Oil Equipment _____ **Cooking Exhaust** _____ **Kitchen Hood** _____ **Other:** _____

Plenum Return (Commercial Only) _____ Yes _____ No

APPROVAL / DENIAL

MECHANICAL _____

REVIEWER

DATE

FEES:

PERMIT FEE \$ _____

P/R FEE \$ _____

TWSP. FEE \$ _____

PA UCC FEE \$ _____

SUBTOTAL \$ _____

APPLICATION FEE* \$ _____

CASH / CHECK # _____

** Application fee is non-refundable*

BALANCE DUE \$ _____

DATE PAID: _____

CASH / CHECK # _____

APPLICANT CALLED / EMAILED

DATE: _____

APPROVAL CONDITIONS:



WHITEHALL TOWNSHIP
SUBMITTAL FOR NEW INSTALLATION or REPLACEMENT
of MECHANICAL/HVAC EQUIPMENT

Revised OCTOBER 2024

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

- Completed mechanical permit application.** Must be filled out and signed by the contractor or person doing the work.
- Electrical permit application** is required if any unit requires electric and is NOT plugging into an existing receptacle. Indicate "new wiring" on the permit application.
- Non-refundable application fee** (\$150.00 for commercial, \$60.00 for residential) 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 show Whitehall Township as the certificate holder. We do not keep any insurance certificates on file.
- For 1 or 2 family dwelling installations:**
 - Must provide the manufacturer's model number(s) for equipment being installed.
 - Must provide (2) copies of the manufacturer's specification cut sheet (cover page only).
 - Must indicate if the equipment is natural gas, propane, oil, or electric.
 - Provide the R-value of any new duct work.
 - Indicate if any of the equipment is going to be installed in an attic area. A platform and access shall be installed per code requirements. Attic access must be sized to remove the largest piece of equipment in the attic.
 - A carbon monoxide detector must be installed outside of all sleeping rooms.
- For commercial/multi-family installations:**
 - Must submit (3) complete sets of signed and sealed plans.
 - Must indicate the location of all heating and cooling equipment on plans.
- Contractor must contact the Treasurer (Ext. 1143) for business license status/requirements. No work can be done in the township without a valid license.

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.