



TOWNSHIP OF WHITEHALL BUREAU OF DEVELOPMENT

REQUIRED PERMITS AND PROCEDURES FOR NEW BUSINESSES SEEKING TO LOCATE IN WHITEHALL TOWNSHIP

If you are a business proposing to establish your facility in Whitehall Township, there are a number of permits and procedures required prior to occupying or using a structure and opening for business. **THE FOLLOWING IS MEANT TO BE A GUIDELINE ONLY.**

PERMITS REQUIRED:

1. **Use Permit** – provides certification that the proposed use is in accordance with regulations of the Zoning Ordinance and the Zoning District in which the site is located. This form must be submitted and approved prior to submitting any Building Permit applications.
2. **Building Permits** – for any proposed alterations (interior or exterior); a building permit must be secured, prior to any work commencing.
 - a. **Electrical Permits** – required for any electrical work; electrical permits are also required for any electrical signs.
 - b. **Plumbing Permits** – required for any plumbing work; Whitehall Township requires that work be done by a Master Plumber licensed by Whitehall Township.
 - c. **Sprinkler Permits** – required for any sprinkler work.
 - d. **Mechanical Permits** – required for any HVAC work.
 - e. **Sign Permit** – needed prior to the erection of any sign or prior to any alteration of existing sign(s).
 - f. **Energy Compliance Report** – required for any new construction or additions.
3. **Business License** – license from Treasurer's Office for tax purposes. Business should register for all such related permits with the Treasurer.
4. **Zoning Certification Form** – this form must be completed in its entirety prior to the issuance of ANY Business Privilege License whether the business is located in Whitehall Township or not.
5. **Certificate of Occupancy/Occupancy Permit** – required prior to occupying structure or opening of any business.

PLEASE KNOW THAT YOU WILL BE REQUIRED TO PROVIDE INFORMATION REGARDING:

- ❖ Square footage of lot.
- ❖ Square footage of all structures, existing and proposed.
- ❖ Number and type of employees.
- ❖ Number and type of company owned vehicles.
- ❖ Number and type of parking facilities.
- ❖ Location, size, and type of all signs, existing and proposed.
- ❖ Detailed plans of all proposed additions or alterations to structures.
- ❖ Signed and sealed plans by architect for any commercial construction.
- ❖ If food service establishment, proof of Pennsylvania Department of Agriculture's approval of plans.
- ❖ For any demolition proposed, a copy of Asbestos Abatement Form filed with DEP filed in Building Permit.

Any questions regarding the above mentioned, please contact the Bureau of Development at (610) 437-5524 Ext. 131.

Keystone Code Consulting and Enforcement

PO Box 391
Bethlehem, Pennsylvania 18016-0391

Phone 610.866.9663

Fax 610.866.2664

WHITEHALL TOWNSHIP C/O INSPECTIONS

1. ADDRESS MUST BE DISPLAYED (4 INCH TALL NUMBER ½ INCH WIDE). SUITE NUMBERS SHALL BE ON EACH INDIVIDUAL OCCUPANCY.
2. PARKING LOT AREAS SHALL HAVE ALL SPACES CLEARLY STRIPED AND HANDICAP PARKING AREAS SHALL BE CLEARLY MARKED AND SIGNAGE IN PLACE.
3. ALL EXIT SIGNS SHALL BE ILLUMINATED ON BOTH NORMAL POWER AND BATTERY BACK UP POWER.
4. TACTILE EXIT SIGNAGE SHALL BE AT EACH EXIT DOOR.
5. RESTROOMS SHALL HAVE PROPER SIGNAGE AT EACH RESTROOM.
6. ALL EMERGENCY LIGHTING SHALL BE OPERATIONAL.
7. ALL FIRE EXTINGUISHERS SHALL HAVE CURRENT TAGS AND BE MOUNTED AND HAVE SIGNAGE INDICATING THEIR LOCATIONS.
8. ALL ELECTRICAL PANEL BOXES SHALL HAVE ALL BREAKERS LABELED AND ANY OPEN BREAKERS SHALL HAVE APPROVED COVERS.
9. ELECTRICAL PANEL BOXES, MECHANICAL EQUIPMENT AND WATER HEATERS SHALL HAVE A CLEARANCE OF 30 INCHES WITH NO OBSTRUCTIONS AND NOTHING SHALL BE STORED AT ANY DESIGNATED "EXIT".
10. A KNOX BOX may be required on commercial buildings for emergency access purposes. Contact Fire Chief Robert Benner at 610-437-5524 x 166 or via email at bbenner@whitehalltownship.com for ordering information. Please know that these boxes come from the manufacturer and may take several days to secure, so please plan accordingly

DEPENDING ON THE OCCUPANCY OTHER ITEMS WILL BE INSPECTED.

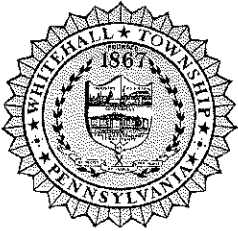
SPRINKLERED BUILDINGS MUST HAVE CURRENT TAGS / CERTIFICATION

FIRE ALARMS SHALL HAVE A LETTER SUBMITTED FOR CERTIFICATION

KITCHEN HOODS MUST HAVE CURRENT CERTIFICATION

OCCUPANT LOAD SIGNAGE SHALL BE POSTED IN – RESTAURANTS / ASSEMBLY AREAS

KITCHENS / FOOD SERVICES CONTACT PA DEPT. OF AGRICULTURE AT (610) 489-1003



TOWNSHIP OF WHITEHALL BUREAU OF DEVELOPMENT

SEASONAL KIOSK INSPECTIONS

If you are a business proposing to establish your facility in Whitehall Township, there are a number of permits and procedures required prior to occupying or using a structure and opening for business. **THE FOLLOWING IS MEANT TO BE A GUIDELINE ONLY.**

PERMITS REQUIRED:

1. **Use Permit** – provides certification that the proposed use is in accordance with regulations of the Zoning Ordinance and the Zoning District in which the site is located.
2. **Business License** – license from Treasurer's Office for tax purposes. Business should register for all such related permits with the Treasurer.
3. **Zoning Certification Form** – this form must be completed in its entirety prior to the issuance of ANY business privilege.
4. **Certificate of Occupancy/Occupancy Permit** – required prior to occupying structure or opening of any business.
5. **Building Permit (or any other necessary permits)** – if a kiosk is to be assembled at the Mall, you must first contact Keystone Code Consulting & Enforcement for submission requirements prior to submitting any applications to the Development Office.

▶▶▶▶▶▶ The above forms can be found on our website at www.whitehalltownship.com ◀◀◀◀◀◀◀◀

PLEASE KNOW THAT YOU WILL BE REQUIRED TO PROVIDE INFORMATION REGARDING:

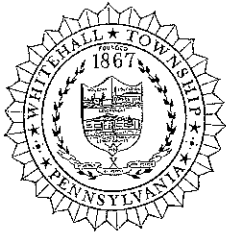
- ❖ Square footage of all structures, existing and proposed.
- ❖ Number and type of employees.
- ❖ Number and type of company owned vehicles.
- ❖ Number and type of parking facilities.
- ❖ If food service establishment, proof of Pennsylvania Department of Agriculture's approval of plans.

Any questions regarding the above mentioned, please contact the Development Office, at (610) 437-5524 Ext. 131.

NOTE:

**THESE INSPECTIONS ARE DONE BY OUR 3RD PARTY
INSPECTION AGENCY – KEYSTONE CODE CONSULTING &
ENFORCEMENT (610-866-9663)**

**PLEASE PLAN ACCORDINGLY AS THIS PROCESS MAY TAKE
A MINIMUM OF 3 TO 5 DAYS ONCE THE PAPERWORK IS
RECEIVED AT WHITEHALL TOWNSHIP**



FOOD ESTABLISHMENTS



In addition to the necessary and required forms from Whitehall Township, the proper paperwork must be secured from the Pennsylvania Department of Agriculture.

Please note that, per Act 369, the Public Eating and Drinking Law, "...it shall be unlawful for any proprietor to conduct or operate a public Eating and Drinking establishment without first obtaining a license...." and according to Act 70, The Food Act, "...it shall be the duty of every person operating a food establishment within this Commonwealth to register..."

For any additional information, or for the necessary forms and / or applications, in regard to obtaining a license or registration from the Pennsylvania Department of Agriculture, please contact the following:

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF AGRICULTURE



DAVID HAY

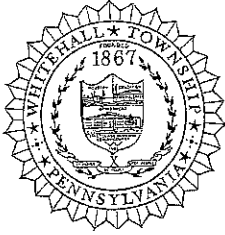
Food Sanitarian
Bureau of Food Safety and Laboratory Services

Region VII Office
Route 113, P.O. Box 300
Creamery, PA 19430-0330

Tel: (610) 489-1003
Fax: (610) 489-6119
www.agriculture.state.pa.us

This would include, but not be limited to, any Wholesale / Manufacturing / Processing Food Establishments, Fair and /or Temporary Food Concessions, restaurants, alteration of a facility, change in type of food operation, new ownership or the preparation /sale of foods from a retail food facility.

A final copy of the Department of Agriculture Inspection Report shall be supplied to the Township of Whitehall – Development Office by the Applicant within 5 days of receiving said report.



WHITEHALL TOWNSHIP
3219 MACARTHUR ROAD
WHITEHALL, PA 18052



Tenant Name: _____

Address: _____

Date: _____

When occupying up to 30% with a new tenant or use:

- Replace or repair at least 50% of any damaged sidewalks or walks abutting the entrance to the particular area being occupied. Accessible ramps shall be provided where necessary.
- At least 30% of the site landscaping and parking areas shall be restored and refurbished, unless acceptable documentation can be provided to the Zoning Officer indicating that restoration and/or refurbishment had been done within the twelve months preceding the request for new certificate of occupancy for that particular area to be occupied.
- Where no curbing or guiderail is provided to enclose parking area servicing the use, curbing, guiderail, precast curbing sections, bumper blocks or a similar device as approved by the Township Engineer shall be installed.
- If already existing, bumper blocks shall be re-pinned, and damaged blocks shall be replaced.
- All traffic control in the parking area shall be inspected and reconditioned, repainted or replaced.
- All site lighting shall be re-evaluated, repaired and, if necessary, replaced.

When occupying 31% to 69% with a new tenant or use:

- Replace or repair at least 50% of any damaged sidewalks or walks abutting the entrance to the particular area being occupied. Accessible ramps shall be provided where necessary.
- At least 50% of the site landscaping and parking areas shall be restored and refurbished, as well as 50% of the exterior of the structure, unless acceptable documentation can be provided to the Zoning Officer indicating that such restoration and/or refurbishment of

said areas had been done within the twelve months preceding the request for new certificate of occupancy for the particular area to be occupied.

- Where no curbing or guiderail is provided to enclose parking area servicing the use, curbing, guiderail, precast curbing sections, bumper blocks or a similar device as approved by the Township Engineer shall be installed.
- If already existing, bumper blocks shall be re-pinned, and damaged blocks shall be replaced.
- All traffic control in the parking area shall be inspected and reconditioned, repainted or replaced.
- All site lighting shall be re-evaluated, repaired and if necessary replaced.

When occupying 70% - 100% with a new tenant or use:

- Replace and restore any damaged sidewalks and provide accessible ramps where required for the entire site.
- 100% of the site landscaping and parking areas shall be restored and refurbished, as well as 100% of the exterior of the structure, unless acceptable documentation can be provided to the Zoning Officer indicating that restoration and/or refurbishment of said areas to be occupied had been done within the twelve months preceding the request for new certificate of occupancy.
- Where no curbing or guiderail is provided to enclose parking area servicing the use, curbing, guiderail, precast curbing sections, bumper blocks or a similar device as approved by the Township Engineer shall be installed.
- If already existing, bumper blocks shall be re-pinned, and damaged blocks replaced.
- All traffic control in the parking area shall be inspected and reconditioned, repainted or replaced.
- All site lighting shall be re-evaluated, repaired and if necessary replaced.