



WHITEHALL TOWNSHIP SUBMITTAL GUIDE **FOR COMMERCIAL / MULTI-FAMILY** **REPLACEMENT OF ROOFING MATERIAL**

1. **BUILDING PERMIT APPLICATION** - 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 applications to have original signatures.
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** - is required to be completed by any Business Privilege License holder.
5. Provide 3 copies of the listing of materials to be used for the project including underlayment, drip edge flashing, ice shield and finish materials. Cut sheets and/or manufacturer's instructions should be submitted on multi-ply and built-up roof systems. All materials shall meet the requirements of Chapter 15 of the current adopted edition of the IBC. Must indicate the square footage of the affected area in the "BUILDING DIMENSION" section of the building permit application.
6. You must call for inspection at roof tear-off. Please coordinate with Keycodes Inspection Agency's office at 610-866-9663 so they can be on site the day you need them. A minimum of 48 hours notice is required for inspections.
7. Any structural repairs must be inspected prior to covering.
8. You **must** call for a final inspection after the job is complete. The contractor may need to meet the inspector on site for roof access.