



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

- Completed permit application(s).** Must be filled out and signed by contractor or person doing the work. On your application, please provide a valid email address for correspondence. No faxed or emailed applications will be accepted.

REMINDER: Separate permits are required for plumbing, mechanical/HVAC, and electrical work.

- Non-refundable application fee** (\$150.00) for each permit application payable to **Whitehall Township**. Additional fees may be due at permit issuance.
- Certificate of insurance** showing Worker's Compensation coverage OR a notarized exemption affidavit form. The insurance certificate must list Whitehall Township as the certificate holder. *We do not need keep any insurance certificates on file.*
- A site plan** showing property lines, setbacks for proposed structure, all existing structures on lot, property line dimensions, and any right-of-way or easements encumbering lot.
- Construction plans.** Submit THREE (3) complete sets of "sealed" drawings. Both construction plans and applications must include the correct street address, business name, and suite number.

*For more information on plan requirements or code requirements, please see the "Commercial Permit Plan Requirements and Code Guidelines" document.

- Contractor must have a valid Business Privilege License with the Treasurer's office.
- A **use permit** and the appropriate fee must be submitted by any new business owner and approved by the Zoning Officer **prior** to the township accepting any construction permits.
 - This permit provides certification that the proposed use is in accordance with the regulations of the Zoning Ordinance and the Zoning District in which the site is located. *Each use permit must be submitted with a parking plan and if it is a restaurant, a seating plan is required.*

**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.