

WHITEHALL TOWNSHIP
COMMERCIAL
SUBMISSION GUIDELINES

1. **PERMITS** - 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 permits to have original signatures. Also, please know that separate permits are required for Building, Electrical and Low Voltage, Signage, Sprinkler, Mechanical/HVAC and Plumbing work. Plumbing permits must be applied for by a licensed Master Plumber of a first class Township or City in the state of Pennsylvania documentation of license will be required as well as proof of identification (PA ID). Any questions pertaining to required plans must be directed to Keycodes Inspection Agency at 610-866-9663. Note: any property requiring access to a PennDot roadway, must secure all necessary and required Highway Occupancy Permits from PennDot.
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** - required to be completed by any Business Privilege License holder.
5. **USE 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. This form and appropriate fee must be submitted by any new business owner and approved by the Zoning Officer prior to the Township accepting any construction permits. A separate parking plan must be included and if a restaurant, a seating plan must also be submitted.

Building

- 3 complete sets of “sealed” drawings including seating plans where applicable.
- Correct street address, business name and suite number.
- Use Group / Type of Construction / Code Edition.
- Site plan showing all accessible parking areas with signage. If a ramp is existing or new is to be shown. (Not less than 1” = 20’) with legend and north arrow.
- Elevation drawings – (front, sides and rear) show all heights of the overall structure.
- Architectural floor plans drawn to scale (preferably ¼” = 1’). Identify each room. Provide all square footages of the floor area (s) and proposed “occupant loads”.
- Show all fire rated walls with the hourly rating.
- All UL design information must be indicated on the plans.
- Furnish door and window schedules including size, type and rating (if any) and all hardware.
- Total square footage of project must be included.

Mechanical, Electrical and Plumbing (M.E.P's)

- Furnish 3 complete sets of sealed drawings for each trade.

Energy – International Energy Conservation Code (IECC) or COMCHECK

Accessibility – Per ICC A117.1 2009 and 2015 IBC Chapter 11

Fire Alarm System – Per NFPA 72

Kitchen Hoods

- 3 sets of design and calculations submitted.

Sprinkler System

- 3 sets of design drawings, calculations, specifications and applicable standards.

Site Plan (for new construction/additions)

- A detailed plot plan showing property lines, setbacks for proposed structure, all existing structures on lot, property line dimensions, and any right of ways or easements encumbering lot.

Special Inspections/Responsible Charge

- Provide information about who will be conducting these inspections and who the Design Professional that is to be the responsible charge for the project.

Sign Permit

- See “Sign Permit Submission Guide” on Township website (www.whitehalltownship.org) for more information.

Flood Plain

- Special requirements may apply to properties located in the floodplain. For more information, or to see if the property lies within a floodplain area, visit <https://msc.fema.gov/portal>, enter the address and click “interactive map”.