



WHITEHALL TOWNSHIP **GENERATOR SUBMITTAL GUIDE**

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 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.

RESIDENTIAL INSTALLATIONS:

1. A Mechanical Permit application must be completed and submitted if this is a natural gas powered generator.
2. An Electrical Permit application must be completed and submitted if any unit requires electric.
3. Identify if this is LP or Natural Gas. If it is natural gas, a Mechanical Permit will be required.
4. Provide three (3) sets of equipment specifications for the generator.
5. Provide wiring information for the generator including a one-line diagram for your specific installation.
6. Provide three (3) sets of equipment specifications for the transfer switch. If is being used as a service disconnect, we need confirmation of this in the specifications.
7. Provide three (3) sets of drawings showing the location of the generator in relation to the house and openings such as doors and windows. Please note that if the generator is to be installed less than five (5) feet from the building, the manufacturer's specifications submitted must indicate that this is permitted.

COMMERCIAL INSTALLATIONS:

1. A Building Permit application AND a Mechanical Permit must be completed and submitted.
2. An Electrical Permit application must be completed and submitted if any unit requires electric.
3. Identify if this is LP or Natural Gas. If it is natural gas, a Mechanical Permit will be required.
4. Provide three (3) sets of equipment specifications for the generator.
5. Provide wiring information for the generator including a one-line diagram for your specific installation.
6. Provide three (3) sets of equipment specifications for the transfer switch. If is being used as a service disconnect, we need confirmation of this in the specifications.
7. Provide three (3) sets of drawings showing the location of the generator in relation to the house and openings such as doors and windows. Please note that if the generator is to be installed less than five (5) feet from the building, the manufacturer's specifications submitted must indicate that this is permitted.