



WHITEHALL TOWNSHIP SUBMITTAL GUIDE **FOR RESIDENTIAL REPLACEMENT OF** **MECHANICAL/HVAC EQUIPMENT**

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.
 - A. **Mechanical Permit** - must be completed and submitted.
 - B. **Electrical Permit** - is required if any unit requires electric and is *NOT* plugging into an existing receptacle, an application must be completed and submitted. Indicate “New Wiring” on the permit application.
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. The manufacturer’s model number must be submitted.
6. Provide 2 copies of the manufacture’s specification cut sheet (***COVER PAGE ONLY***).
7. Must indicate if the equipment is natural gas, propane, oil or electric.
8. If any new duct work is to be completed please provide the R-value of the new duct work to be installed.
9. Indicated if any of the equipment is going to be installed in an attic area. A platform and access shall be installed per Code requirements. The attic access must be sized to remove the largest piece of equipment in the attic.
10. A Carbon Monoxide detector must be installed outside of all sleeping rooms.
11. You must call for a final inspection after the job is complete. The contractor may need to meet the inspector on site.