

**WHITEHALL TOWNSHIP
MECHANICAL PERMIT APPLICATION**

3219 MacArthur Road
Whitehall, PA 18052
610-437-5524
www.whitehalltownship.org

PERMIT #: M# _____
PERMIT
FEE: \$ _____

THIS FORM MUST BE COMPLETED IN ITS ENTIRETY

SITE ADDRESS: _____	
STORE/BUSINESS NAME: _____	PHONE: _____
PROPERTY OWNER NAME: _____	PHONE: _____
PROPERTY OWNER ADDRESS: _____	

CONTRACTOR/APPLICANT NAME: _____	
ADDRESS: _____	
PHONE: _____	FAX: _____
EMAIL: _____	

DESCRIPTION OF PROPOSED WORK: _____	

PROPOSED USE OF STRUCTURE: <input type="checkbox"/> 1 or 2 FAMILY DWELLING <input type="checkbox"/> COMMERCIAL <input type="checkbox"/> MULTI-FAMILY	
IS PROPERTY IN A FLOOD ZONE? (Special requirements apply) <input type="checkbox"/> YES <input type="checkbox"/> NO	
Map/Panel #: _____	Flood Zone(s): _____
PROJECT INFORMATION: List Number of Units for Each	
Heating Units _____	A/C Units _____ Exhaust Fans _____ Gas Equipment _____
Oil Equipment _____	Cooking Exhaust _____ Laundry _____ Other: _____
Plenum Return (Commercial Only) <input type="checkbox"/> Yes <input type="checkbox"/> No	

Contractor/Applicant agrees that all work authorized under this permit shall be in accordance with Whitehall Township Ordinances and has been authorized by the Owner of record to make this application.	
<i>Original Contractor/Applicant Signature:</i> _____	
Print Name: _____	

OFFICE USE ONLY	
INSPECTOR: _____	DATE APPROVED / DENIED: _____

WHITEHALL TOWNSHIP SUBMITTAL GUIDE
FOR NEW INSTALLATION / 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.

RESIDENTIAL INSTALLATIONS:

1. Must provide the manufacturer’s model number(s) for equipment being installed.
2. Provide (2) copies of the manufacture’s specification cut sheet (***COVER PAGE ONLY***).
3. Must indicate if the equipment is natural gas, propane, oil or electric.
4. If any new duct work is to be completed must provide the R-value of the new duct work to be installed.
5. Indicate 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.
6. A Carbon Monoxide detector must be installed outside of all sleeping rooms or if any fuel burning equipment or attached garage(s).
7. You must call Keycodes Inspection Agency at 610-866-9663 for a final inspection after the job is complete. Please know that the contractor may need to meet the inspector on site.

COMMERCIAL INSTALLATIONS:

1. Submit (3) complete sets of plans (PROFESSIONAL SEAL)
2. Must indicate the location of all heating and cooling equipment on plans.
3. You must call Keycodes Inspection Agency at 610-866-9663 for a final inspection after the job is complete. Please know that the contractor may need to meet the inspector on site.