

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: 1 or 2 FAMILY DWELLING COMMERCIAL MULTI-FAMILY

IS PROPERTY IN A FLOOD ZONE? (Special requirements apply) YES 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) Yes No

The 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.

Original Contractor/Applicant Signature: _____

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.

1 or 2 FAMILY DWELLING INSTALLATIONS:

1. 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 / MULTI-FAMILY INSTALLATIONS:

1. Must 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.