



**WHITEHALL TOWNSHIP**  
**RESIDENTIAL PERMIT SUBMISSION GUIDELINES**  
**FOR NEW CONSTRUCTION, ADDITIONS, AND/OR INTERIOR AND EXTERIOR ALTERATIONS**

1. **BUILDING PERMIT** - must be completed and signed by the contractor or person doing the work. All permits are submitted to the Township with original signatures. We do not accept faxed or emailed applications.
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. **SITE PLAN** – showing setbacks for proposed structure, all existing structures on lot, property line dimensions and what surrounds property, and any right of ways or easements encumbering lot. Special requirements may apply to properties located in the floodplain. For more information, or to see if your property lies within a Floodplain area, visit: <https://msc.fema.gov/portal>, enter your address and click “interactive map”.
6. **PLANS** - submit 2 sets of construction drawings for review (Must be ¼” scale). Please note that sealed design plans *may* be required under R106.1 of the 2009 IRC code.
7. **ELEVATION DRAWINGS** - all elevations must be shown and indicate the height of the structure and the height of the finish grade. If there is going to be a walk out basement the sloped grading must be indicated on the plans.
8. **WALL BRACING** - a plan showing all wall bracing requirements shall be submitted and follow the PA Uniform Construction Code.
9. **ROOF FRAMING** - a roof framing detail plan must be submitted indicating if the roof will be constructed with standard framing lumber or roof trusses.
  - If standard framing will be used - all rafters, hip rafters and ridge board sizes must be indicated along with the spans of each and roof pitch.
  - If roof trusses will be used - then the type / style of roof truss must be indicated, the spacing of each truss and an engineered truss design must be submitted with the engineer's professional seal.
10. **CROSS SECTION DETAIL** – a cross section detail plans must be included and show all materials from the footer up to the roof and include all material sizes and spacing. This plan shall show as much details as possible including (rebar, psi of concrete, vapor barrier, anchor bolts, floor joists, wall studs, sheathing, house wrap, insulation R-values, ceiling joists, rafters, ridge board, roof trusses, hurricane tie down clips, roof sheathing, snow & ice shield). The foundation area shall be noted as “full basement”, crawl space or slab on grade”.
11. **ENGINEERED MATERIALS** – any material that is engineered (I-joists, floor trusses, LVL beams, roof trusses, superior wall foundations) shall have all the design specifications submitted. All steel beam sizes shall be noted on the plans and shall have documentation of how the steel beams were sized. **Anything that is “engineered” shall have the design professional's seal on the information submitted.**
12. **BASEMENT CEILING** – if using engineered I-joists or floor trusses or any other type of engineered floor system, the basement ceiling must have a minimum of ½ inch gypsum, 5/8 inch wood structural panels or No Burn applied / attached to the ceiling per Act 1 2011 (HB 377).

13. **FLOOR PLANS** – all floor plans must be submitted including basement, first floor and second floor.
- A foundation plan shall show location of second egress and location of sump pit, HVAC equipment and any future bathroom plumbing.
  - All rooms shall be labeled for the intended use and room sizes shall be indicated.
  - All doors and windows shall be shown and the sizes of each shall be noted on the plans
  - Tempered glass and all safety glazing shall be noted on the plans and which windows and doors will be tempered and/or safety glazing.
  - Bedroom windows shall be labeled “EGRESS” and comply with the egress code requirements.
  - All electrical devices shall be indicated on the floor plan.
  - Smoke and Carbon Monoxide detectors shall be shown on the floor plans.
14. **ENERGY** - all R-values of insulation (basement walls or ceiling, walls and attic ceiling).
- All windows and doors U-factor ratings (.35 or better).
  - The chosen Energy Code path must be indicated.
  - A programmable thermostat is required.
  - Attic hatches must be insulated and weather sealed per the chosen code path.
  - All HVAC equipment energy ratings shall be provided.
  - Walk out basement areas must have 2 inch rigid foam (R-10) on the interior perimeter of the foundation.
  - The energy certificate must be placed on the electrical panel box for final inspection.
15. **PLUMBING** – all water and sanitary piping materials shall be indicated on the plans. A venting schematic plan must be submitted showing all drain, waste and vent sizes. Permit must be applied for in person at the Township building by a licensed Master Plumber of a first class Township or City within the state of Pennsylvania with said license and identification or can be applied for by the Property Owner *only* if they are performing the work at their primary residence.
16. **MECHANICAL/HVAC** – all duct work R-values shall be indicated on the plans. All equipment specifications must be submitted.
17. **ELECTRICAL** – must note the NEC code edition on the plans. If submitting a plan, show placements of all electrical devices.

**NOTE:** Separate permits are required for Plumbing, Mechanical/HVAC, and Electrical. They must be applied for by the person or contractor doing the work. All work must comply with PA Uniform Construction Code and Whitehall Township Local Amendments to same.