

WHITEHALL TOWNSHIP
RESIDENTIAL
SUBMISSION GUIDELINES

1. **PERMITS** - must be completed and signed by the contractor or person doing the work. **We require all permits to have original signatures.** All permits are submitted to the Township. *Please note that no faxed or emailed applications will be accepted.* Any questions pertaining to required plans must be directed to Keycodes Inspection Agency at 610-866-9663. Note: any property requiring access to a PennDot roadway, must secure all necessary and required Highway Occupancy Permits from PennDot.
2. **APPLICATION FEE** – a non-refundable application fee is due at time of permit submission. The fee for RESIDENTIAL is \$ 55.00 per application. All application fees will be applied to the total permit fee due when calculated. **No permit will be accepted without the appropriate application fee.**
3. **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.**
4. **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.
5. **ZONING CERTIFICATION FORM** - required to be completed by any Business Privilege License holder.
6. **SITE PLAN** – showing all 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 the property lies within a Floodplain area, visit: <https://msc.fema.gov/portal>, enter the address and click “interactive map”.
7. **PLANS** – As of May 1, 2020, any new residential additions or new construction projects will require **THREE (3) sets of construction drawings for review (Must be ¼” scale).** Any other type of residential construction typically requires TWO (2) sets of construction drawings for review. Please note that sealed design plans *may* be required under R106.1 of the 2015 IRC Code. Again, for further clarification please contact Keycodes Inspection Agency at 610-866-9663.
8. **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.
9. **WALL BRACING** - a plan showing all wall bracing requirements shall be submitted and follow the PA Uniform Construction Code (PA UCC).
10. **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.
11. **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”.

12. **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.**
13. **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 PA UCC.
14. **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.
15. **ENERGY** - all R-values of insulation (basement walls or ceiling, walls and attic ceiling).
 - All windows and doors **U-factor ratings (.32 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 (R20 min.)
 - 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. **NOTE: A BLOWER DOOR TEST MUST BE PERFORMED AND RESULTS SUBMITTED AT FINAL BUILDING INSPECTION.**
16. **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. Residential property owners can apply for the permit **ONLY** if they are performing the work at their primary residence; otherwise it must be applied for by a licensed Master Plumber of a first-class Township or City in the state of Pennsylvania. Documentation of license will be required as well as proof of identification (PA ID).
17. **MECHANICAL/HVAC** – all duct work R-values shall be indicated on the plans. Furnish 2 sets of all equipment specifications. R-8 for feeds and returns in attics and areas outside the thermal envelope.
18. **ELECTRICAL** – must note the NEC code edition on the plans. If submitting a plan, show placements of all electrical devices.
19. **SOIL EROSION/SEDIMENTATION CONTROL** – No sediment or soil may leave jobsite. Appropriate control measures must be implemented and remain in place for the entire duration of the construction until site is properly stabilized. NO WORK may commence until these measures are in place and approved. In addition, if work commences during ‘non-growing’ season, site must be covered with appropriate stabilization materials.

REMINDER: 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.