WHITEHALL TOWNSHIP SUBMITTAL GUIDE FOR RESIDENTIAL REPLACEMENT OF ROOFING MATERIAL

1. **BUILDING PERMIT APPLICATION -** 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.

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. Provide a detailed listing of materials to be used on the roof.

6. Any structural repairs must be inspected prior to covering. Please coordinate with Keycodes Inspection Agency's office at 610-866-9663 so they can be on site the day you need them. A minimum of 48 hour notice is required for inspections.

7. You ***must*** call for a final inspection after the job is complete. The contractor may need to meet the inspector on site for roof access.