



**SUBMITTAL GUIDE FOR**  
**MANUFACTURED FIREPLACES, PELLET STOVES**  
**& GAS FIREPLACES**

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.
5. The manufacturer’s model number must be submitted.
6. Provide 2 copies of the manufacture’s specification cut sheet.
7. Provide a room diagram showing where the fireplace / stove will be located in the room.
8. Provide exhaust pipe type and manufacture’s information. The exhaust pipe information shall include “clearance to combustibile materials”.
9. For gas fireplaces, provide what type of gas piping will be used to connect from the main gas pipe to the fireplace.
10. Confirm if LP or Natural Gas.
11. Provide chimney piping support spacing and how the support straps will be anchored to the house and roof.
12. A Carbon Monoxide detector must be installed outside of all sleeping rooms.
13. You must call for a final inspection after the job is complete. The contractor may need to meet the inspector on site.