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## **TO BE ACCEPTED, COMMERCIAL BUILDING PERMIT APPLICATIONS MUST INCLUDE EACH OF THE FOLLOWING:**

- Completed permit application(s).** Must be filled out and signed by contractor or person doing the work. On your application, please provide a valid email address for correspondence. No faxed or emailed applications will be accepted.

**REMINDER: Separate permits are required for plumbing, mechanical/HVAC, and electrical work.**

- Non-refundable application fee** (\$150.00) for each permit application payable to **Whitehall Township**. Additional fees will be due at permit issuance.
- Certificate of insurance** showing Worker's Compensation coverage OR a notarized exemption affidavit form. The insurance certificate must list Whitehall Township as the certificate holder. *We do not keep any insurance certificates on file.*
- A site plan** showing property lines, setbacks for proposed structure, all existing structures on lot, property line dimensions, and any right-of-way or easements encumbering lot.
- Construction plans.** Submit THREE (3) complete sets of "sealed" drawings. Wet seals and digital seals are both acceptable. Both construction plans and applications must include the correct street address, business name, and suite number.

\*For more information on plan requirements or code requirements, please see the "Commercial Permit Plan Requirements and Code Guidelines" document.

- Contractor must contact the Treasurer (Ext. 1143) for business license status/requirements. No work can be done in the township without a valid license.
- A **use permit** and the appropriate fee must be submitted by any new business owner and approved by the Zoning Officer **prior** to the township accepting any construction permits.
  - This permit provides certification that the proposed use is in accordance with the regulations of the Zoning Ordinance and the Zoning District in which the site is located. *Each use permit must be submitted with a parking plan and if it is a restaurant, a seating plan is required.*

**ALL ITEMS MUST BE COMPLETE AT TIME OF SUBMISSION. FAILURE TO COMPLETE  
ALL ITEMS WILL RESULT IN APPLICATION DENIAL.**

**Please submit all documents to the Township at 3219 MacArthur Road, Whitehall, PA 18052.**