



TO BE ACCEPTED, GENERATOR PERMIT APPLICATIONS MUST INCLUDE EACH OF THE FOLLOWING:

- **Completed permit application(s).** Must be filled out and signed by the contractor or person doing the work. Please note that no faxed or emailed applications will be accepted.
 - *For residential installations,* a mechanical permit application must be submitted plus an electrical permit application if any unit requires electric.
 - *For commercial installations,* a building permit AND a mechanical permit application are required. An electrical permit application is also required if any unit requires electric.

- **Non-refundable application fee** (\$150.00 for commercial, \$60.00 for residential) for each permit application payable to **Whitehall Township**. Additional fees may be due at permit issuance.

- **Certificate of insurance** showing Worker's Compensation coverage *OR* a notarized exemption affidavit form. The insurance certificate must show Whitehall Township as the certificate holder. We do not keep any insurance certificates on file.

- **Required information needed for both residential and commercial installations:**
 - Identify if generator is LP or natural gas.
 - Submit (3) sets of equipment specifications.
 - Provide wiring information for the generator including a one-line diagram for your specific installation.
 - Submit (3) sets of equipment information for the transfer switch. If it is being used as a service disconnect, we need confirmation of this in the specifications.
 - Submit (3) sets of drawing showing the location of the generator in relation to the house and openings such as doors and windows. Please note: if generator is being installed less than five (5) feet from the building, the manufacturer's specifications submitted must indicate that that is permitted.

- Contractor must contact the Treasurer (Ext. 1143) for business license status/requirements. No work can be done in the township without a valid license.

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.