



# WHITEHALL TOWNSHIP MECHANICAL PERMIT APPLICATION

3219 MacArthur Road  
Whitehall, PA 18052  
610-437-5524 Ext. 1131  
[www.whitehalltownship.org](http://www.whitehalltownship.org)

PERMIT #: **M#** \_\_\_\_\_  
ISSUE DATE: \_\_\_\_\_

**SITE ADDRESS:** \_\_\_\_\_ **APPLICATION DATE:** \_\_\_\_\_  
**TENANT NAME:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_  
**CONTRACTOR NAME:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_  
**CONTRACTOR ADDRESS:** \_\_\_\_\_ **FAX/CELL:** \_\_\_\_\_  
**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP CODE:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

The Contractor / Applicant agrees that all work authorized under this permit shall be in accordance with Whitehall Township Ordinances and has been authorized by the Owner of record to make this application.

**Signature of Contractor / Applicant:** \_\_\_\_\_

PRINT NAME \_\_\_\_\_

**PROPERTY OWNER NAME:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**OWNER ADDRESS:** \_\_\_\_\_ **FAX/CELL:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP CODE:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**DESCRIPTION OF PROPOSED WORK:** \_\_\_\_\_

**PROPOSED USE OF STRUCTURE:** \_\_\_\_ 1 or 2 FAMILY DWELLING \_\_\_\_ COMMERCIAL \_\_\_\_ MULTI-FAMILY

**IS PROPERTY IN A FLOOD ZONE? (Special requirements apply)** \_\_\_\_ YES \_\_\_\_ NO

**Map/Panel #:** \_\_\_\_\_ **Flood Zone(s):** \_\_\_\_\_

**PROJECT INFORMATION: (List Number of Units for Each)**

Heating Units \_\_\_\_ A/C Units \_\_\_\_ Exhaust Fans \_\_\_\_ Gas Equipment \_\_\_\_ Laundry \_\_\_\_

Oil Equipment \_\_\_\_ Cooking Exhaust \_\_\_\_ Kitchen Hood \_\_\_\_ Other: \_\_\_\_\_

Plenum Return (Commercial Only) \_\_\_\_ Yes \_\_\_\_ No

**APPROVAL / DENIAL:**

\_\_\_\_\_  
**REVIEWER**

\_\_\_\_\_  
**DATE**

**ITEMS TO INCLUDE WITH APPLICATION**

- PLANS / SPECS
- ELECTRICAL PERMIT
- APPLICATION FEE
- WORKERS' COMPENSATION

**FEEES:**

- PERMIT FEE \$ \_\_\_\_\_
- P/R FEE \$ \_\_\_\_\_
- TWSP. FEE \$ \_\_\_\_\_
- PA UCC FEE \$ \_\_\_\_\_

**SUBTOTAL \$** \_\_\_\_\_

APPLICATION FEE\* \$ \_\_\_\_\_

CASH / CHECK # \_\_\_\_\_

*\* Application fee is non-refundable*

**BALANCE DUE \$** \_\_\_\_\_

**DATE PAID:** \_\_\_\_\_

**CASH / CHECK #** \_\_\_\_\_

APPLICANT CALLED / EMAILED

**DATE:** \_\_\_\_\_

**APPROVAL CONDITIONS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**WHITEHALL TOWNSHIP**  
**SUBMITTAL FOR NEW INSTALLATION or REPLACEMENT**  
**of MECHANICAL/HVAC EQUIPMENT**

Revised OCTOBER 2024

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

- Completed mechanical permit application.** Must be filled out and signed by the contractor or person doing the work.
- Electrical permit application** is required if any unit requires electric and is NOT plugging into an existing receptacle. Indicate "new wiring" on the permit application.
- Non-refundable application fee** (\$150.00 for commercial, \$60.00 for residential) 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 show Whitehall Township as the certificate holder. We do not keep any insurance certificates on file.
- For 1 or 2 family dwelling installations:**
  - Must provide the manufacturer's model number(s) for equipment being installed.
  - Must provide (2) copies of the manufacturer's specification cut sheet (cover page only).
  - Must indicate if the equipment is natural gas, propane, oil, or electric.
  - Provide the R-value of any new duct work.
  - Indicate if any of the equipment is going to be installed in an attic area. A platform and access shall be installed per code requirements. Attic access must be sized to remove the largest piece of equipment in the attic.
  - A carbon monoxide detector must be installed outside of all sleeping rooms.
- For commercial/multi-family installations:**
  - Must submit (3) complete sets of signed and sealed plans.
  - Must indicate the location of all heating and cooling equipment on plans.
- 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.**