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## **TO BE ACCEPTED, RESIDENTIAL 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** (\$60.00) 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 all setbacks for proposed structure, all existing structures on lot, property line dimensions and what surrounds the property, and any right of ways or easements encumbering lot.
- Construction plans.** Any new single-family homes or additions will require THREE (3) sets of construction drawings for review (must be ¼ "scale). Any other type of residential construction typically requires TWO (2) sets of construction drawings for review (i.e., decks, pools, patios, roofs, kitchen, or bathroom alterations, etc.)

\*For more information on plan/drawing requirements or code requirements, please see the "Residential 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.

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

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