



**WHITEHALL TOWNSHIP**  
**SUBMITTAL FOR RESIDENTIAL MANUFACTURED FIREPLACES,**  
**PELLET STOVES, WOOD STOVES, AND GAS FIREPLACES**

Revised OCTOBER 2024

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**TO BE ACCEPTED, 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. Please note that no faxed or emailed applications will be accepted.
- 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** (\$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 show Whitehall Township as the certificate holder. We do not keep any insurance certificates on file.
- For 1 or 2 family dwelling installations:**
  - The manufacturer's model number must be submitted.
  - Submit (2) copies of the manufacturer's specification cut sheet.
  - Provide a room diagram showing where the fireplace/stove will be located in the room.
  - Provide exhaust pipe type and manufacturer's information. The exhaust pipe information shall include "clearance to combustible materials."
  - For gas fireplaces, provide what type of gas piping will be used to connect from the main gas pipe to the fireplace.
  - Confirm if LP or natural gas.
  - Provide chimney piping support spacing and how the support straps will be anchored to the house and roof.
  - A Carbon Monoxide detector must be installed outside of all sleeping rooms.
- 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.**