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## **TO BE ACCEPTED, TEMPORARY TENT PERMIT APPLICATIONS MUST INCLUDE EACH OF THE FOLLOWING:**

- Completed building permit application.** 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.
- 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.
- Include the following information with the building permit application.**
  - Must indicate the date the tent is going to be installed and when the tent will be removed.
  - Tent size.
  - All tents shall bear a tag to verify the fire rating treatment.
  - Tent stakes shall have protective caps installed.
  - Tents shall be installed to withstand wind, rain, and snow loads.
  - A minimum number of fire extinguishers shall be provided.
  - Egress pathways shall be provided and maintained.
  - Public use tents shall be accessible.
- 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.**