

RESIDENTIAL

ZONING, BUILDING, HVAC, ELECTRICAL & PLUMBING

PERMIT APPLICATION

SUBMISSION REQUIREMENTS

TO BE ACCEPTED, BUILDING PERMIT APPLICATIONS MUST CONTAIN EACH OF THE FOLLOWING:

- A Completed Residential Construction Permit Application (Be sure to include Cost of Construction, Gross Square Footage, Description of Work, Applicant's Contact Info & Email Address, etc.)
- Plot Plan showing area of work within lot or building, **including site address**
- Three (3) sets of stamped engineered plans, as applicable for projects requiring them
- Application Fee (\$50) made out to **South Whitehall Township**
- Third Party Review Fee (\$100, \$75 for HVAC Replacement) made out to **Barry Isett & Associates**
- Business Privilege License for Contractor
- Certificate of Insurance showing Worker's Compensation for Contractor

Under the Residential Construction Permit, the following are generally subject to Zoning review only:

Sheds (under 500 square feet), Decks (less than 30" above grade), Patios, Fences (below 6 feet in height), Pergolas, and Sidewalks and Walkways out of the street right-of-way. Zoning reviews only require the \$50 application fee and no inspections are required. If the project warrants further reviews, additional fees may be required at permit issuance.

FOR NEW DWELLING UNITS, ALSO INCLUDE THE FOLLOWING:

- An Engineered Grading/Erosion & Sedimentation Control Plan (3 Copies to the Twp., 4 to **Keystone Consulting Engineers**)
 - A Completed Right-of-Way Permit Application (for the driveway)
 - A Completed Construction Water Permit (if no water is available onsite)
- For Sanitary Sewer and Water Service, include either:**
- A Completed Septic Permit
 - A Completed Water/Sewer Tapping Application
- If the Dwelling is **not** part of an approved subdivision, also include:
- A Completed Water/Sewer Allocation Application

Please forward all documents to the Township at 4444 Walbert Avenue, Allentown PA 18104

APPLICANT WILL BE ASKED TO SHOW ALL "CHECKED" ITEMS ABOVE SEPERATELY TO DEMONSTRATE A COMPLETE SUBMISSION

To ensure timely plan review, please submit three complete sets of plans

Property Address indicates the street address of the property at which the proposed work will take place.

Applicant refers to the person requesting the permit. This is the person we will be contacting for all issues relating to the permit.

Contractor refers to the person or company doing the work for which this permit is required.

Owner refers to the owner of the property upon which the work requiring this permit is being done.

Application For:

New Building refers to a new residential or commercial building or structure

Exterior Alteration refers to roofing, siding, windows, façade, mansard, architectural dormer, etc.

Interior Alteration refers to all interior renovations that do not increase the building's overall size.

Home Occupation refers to an accessory use to a primary residential use, by the resident of the property, that includes professional home offices, the provision of services, instruction, and/or the creation, assembly or marketing of objects for sale.

New Commercial Tenant refers to a non-residential use moving into an existing commercial space.

Razing refers to the complete demolition of a building or structure.

Addition to Building refers to construction which increases the building or structure's floor area.

Accessory Building refers to detached structures which are incidental to the primary building.

Temporary Building refers to tents or other structures that are erected for less than 180 days.

Parking Lot refers to an area for off-street parking with a capacity of 4 or more vehicles.

Sign refers to a structure that is either free-standing, wall or roof-mounted, for the attraction of the public.

Change of Use refers to a change of the purpose within a structure such as may occur when a tenant moves out and a new tenant moves in; for example, an existing store to become an office.

Please use any the blank space to indicate any proposed work not applicable to the above categories.

Proposed Use: refers to the building or structure to which the proposed work will be done. The following list of uses is not all-inclusive.

One Family Dwelling refers to a building containing one dwelling unit with not more than 6 lodgers or boarders.

Two Family Dwelling refers to a building containing two dwelling units with not more than 6 lodgers or boarders.

Place of Assembly refers to buildings or spaces such as churches, restaurants, theaters, nightclubs, lecture halls, libraries and recreation centers.

Business (Office) refers to a building where the rendering of professional services is offered, such as banks, dentist offices or barber shops.

Educational refers to structures which accommodate more than 5 persons for educational purposes through the 12th grade.

Factory or Industrial refers to structures where the occupants are engaged in work or labor in fabricating, assembling, or processing of products or materials.

High Hazard refers to structures that manufacture, store, process or generate hazardous materials in excess of code requirements in the building or fire code.

Institutional refers to buildings or structures such as child care facilities, group homes, convalescent homes, hospitals or detention centers.

Mercantile (Store) refers to display and sales purposes involving stocks of goods, wares or merchandise that are open to the public.

Multi-Family Dwelling refers to a building or portion thereof that contains more than 2 dwelling units.

Storage refers to commercial structures such as warehouses.

Utility and Misc. refers to residential structures such as grain silos, livestock shelters and greenhouses.

Please use the blank space to indicate any proposed work not applicable to the above categories.

Lot Information can be obtained from a plot plan of the lot and refers to the lot and building or structure to which the proposed work is being done. This information should also be included in the sketch plan accompanying the permit application.

Zoning District and Flood Plain can be obtained from the Township Zoning Officer.

Existing Structure Information:

Int. Floor Space refers to gross floor area excluding the thickness of exterior walls.

Story refers to that part of a structure included between any floor and the floor or roof next above. It shall not refer to a basement if the basement is not designed for living quarters and if the floor thereof is more than 50% below the average ground level.

Height for commercial structures refers to the vertical distance from grade plane measured 6 feet from the building to the average height of the highest roof structure, and for residential structures refers to the vertical dimension measured from the average elevation of the finished grade at the perimeter of the building to the highest point of the building.

Please include as detailed and complete **Description of Work** proposed as possible within the space constraints.

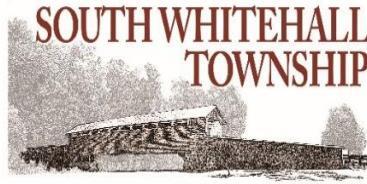
The blocks below the **Existing Structure Information** block are for office use only and are not to be filled out by the applicant.

These instructions are informational only and do not include all possible applications.

RESIDENTIAL

ZONING, BUILDING, HVAC, ELECTRICAL & PLUMBING

PERMIT APPLICATION



FOR STAFF USE ONLY

PROJECT #: _____

DATE RECEIVED: _____

- BUSINESS PRIVILEGE LICENSE
- WORKER'S COMPENSATION
- THIRD PARTY REVIEW FEE

SECTION 1: APPLICANT INFORMATION & OWNER AUTHORIZATION

PLEASE PRINT LEGIBLY AND FILL OUT FORM COMPLETELY

DATE RECEIVED: _____

PROPERTY ADDRESS: _____ PROPERTY PIN: _____

APPLICANT NAME: _____ APPLICATION DATE: _____

PHONE: (____) _____ CELL: (____) _____ EMAIL: _____

APPLICANT ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____ FAX: _____

An application is hereby made for a permit for construction as indicated herein and which shall be located as shown on the plot plan submitted herewith and/or to use the premises for the purpose herein described. Applicant agrees that such work will comply with all provisions of the Zoning Ordinance, Building Code, with all deed restrictions and with all other applicable Ordinances of South Whitehall Township.

APPLICANT PRINTED NAME: _____ SIGNATURE: _____

IF THIS APPLICATION IS NOT BY THE PROPERTY OWNER, THEN BY WHAT AUTHORITY: _____

CONTRACTOR NAME: _____ PHONE: (____) _____

CONTRACTOR ADDRESS: _____ FAX/CELL: _____

CITY: _____ STATE: _____ ZIP CODE: _____ EMAIL: _____

PROPERTY OWNER NAME: _____ PHONE: (____) _____

OWNER ADDRESS: _____ FAX/CELL: _____

CITY: _____ STATE: _____ ZIP CODE: _____ EMAIL: _____

REVIEW SERVICE REQUESTED (CHECK AND COMPLETE ALL THAT APPLY)

- | | | |
|--|---|--|
| <input type="checkbox"/> BUILDING/ZONING See Section 2 | <input type="checkbox"/> PLUMBING See Section 4 | <input type="checkbox"/> POOL See Section 6 |
| <input type="checkbox"/> MECHANICAL See Section 3 | <input type="checkbox"/> ELECTRICAL See Section 5 | <input type="checkbox"/> FENCE See Section 7 |

FEEES, APPROVALS & PROOF OF DOCUMENTATION (FOR STAFF USE ONLY)

APPROVALS:

	REVIEWER	DENIAL	DATE	APPROVED	DATE	PERMIT NUMBER	ISSUANCE DATE
<input type="checkbox"/> PLANNING	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/> ZONING	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/> BUILDING	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/> MECHANICAL	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/> ELECTRIC	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/> PLUMBING	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/> FIRE	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/> PUBLIC WORKS	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	_____	_____

Application Fee \$ **50.00**

PLEASE BE AWARE THAT FEES WILL BE DUE UPON PERMIT ISSUANCE

Issuance Fee \$ _____
(Fees Will Vary)

Re-Review Fee(s) \$ _____

PA Act 157 Fee \$ _____

Balance Due \$ _____

Applicant Called:

Check # _____

Check # _____

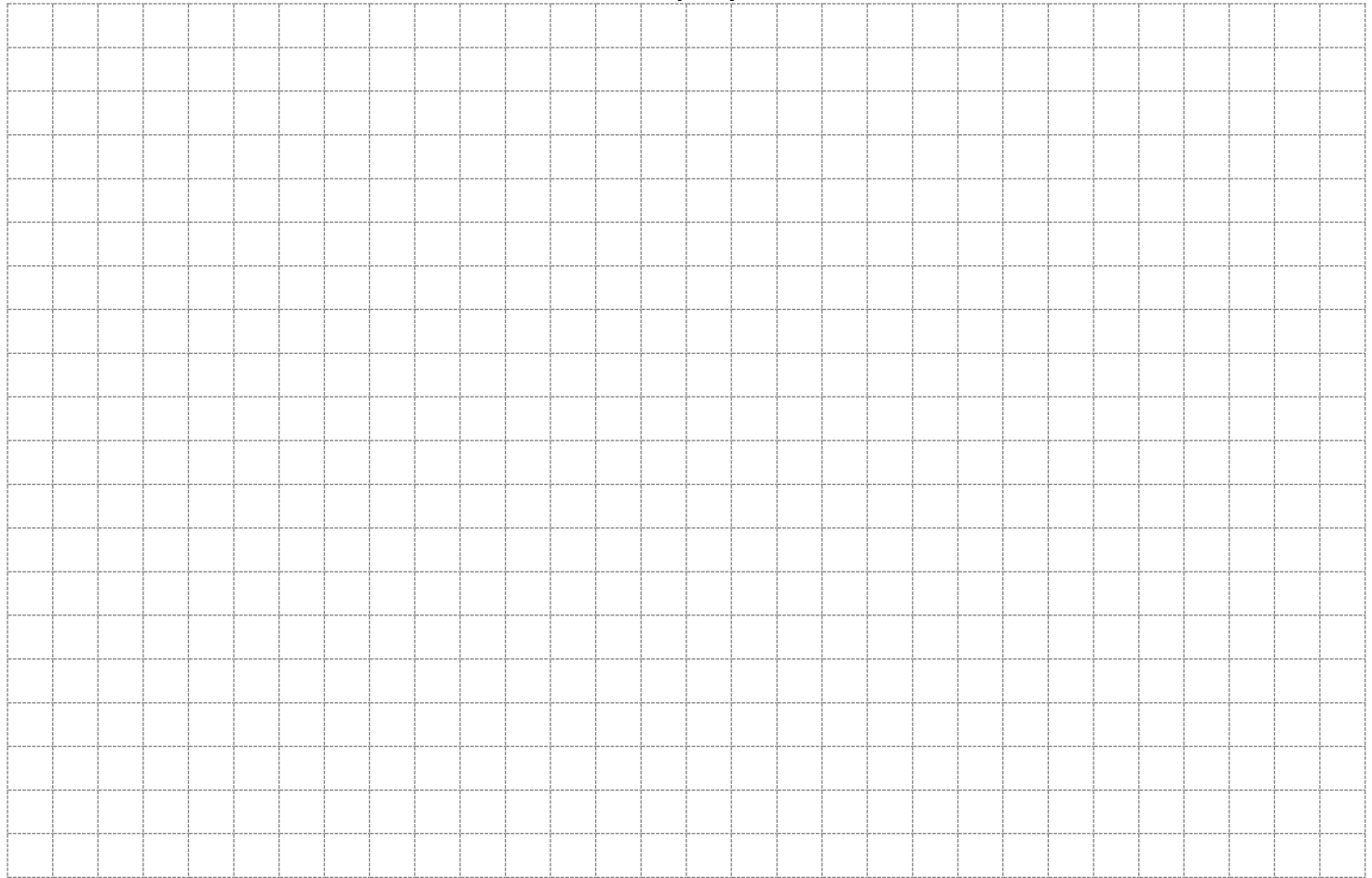
APPROVAL CONDITIONS:

PERMIT ISSUED BY: _____ TITLE: _____ DATE: _____

IF NOT PICKED UP BY APPLICANT, BUILDING PERMIT EXPIRES ONE HUNDRED EIGHTY (180) DAYS AFTER APPROVAL DATE OR ZONING PERMIT EXPIRES ONE (1) YEAR AFTER APPROVAL DATE

PLOT PLAN – PLEASE COMPLETE FOR BUILDING, FENCE AND POOL REVIEWS

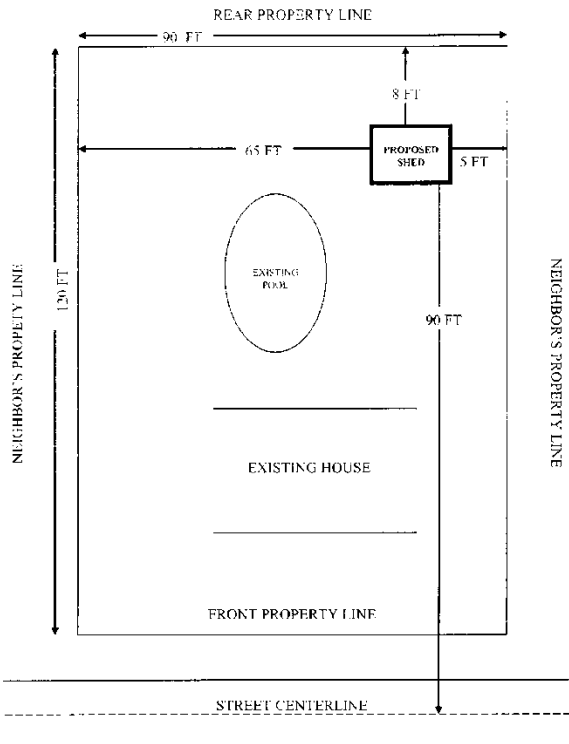
Rear Property Line



Front Property Line

SCALE: 1 square = _____ feet

PLOT PLAN EXAMPLE



PLOT PLAN REQUIREMENTS

Show all existing and proposed structures and buildings, including eaves, cornices, porches, chimneys, decks, sheds, on-lot septic components, on-lot wells, required stormwater BMPs, etc.

Also indicate the setbacks of all structures and buildings from all property lines.

Existing and future (ultimate) right-of-way lines should also be shown along all streets fronting the subject property.

Please note that right-of-way lines are customarily measured from the centerline of the street.

LOT INFORMATION

		YES	NO
Zoning District	_____	<input type="checkbox"/>	<input type="checkbox"/>
Lot Frontage	_____	<input type="checkbox"/>	<input type="checkbox"/>
Lot Width	_____	<input type="checkbox"/>	<input type="checkbox"/>
Lot Area	_____	<input type="checkbox"/>	<input type="checkbox"/>
In Flood Plain		<input type="checkbox"/>	<input type="checkbox"/>
Private Well		<input type="checkbox"/>	<input type="checkbox"/>
Public Water		<input type="checkbox"/>	<input type="checkbox"/>
Private Septic		<input type="checkbox"/>	<input type="checkbox"/>
Public Sewer		<input type="checkbox"/>	<input type="checkbox"/>
Basement		<input type="checkbox"/>	<input type="checkbox"/>
Attached Garage		<input type="checkbox"/>	<input type="checkbox"/>
Detached Garage		<input type="checkbox"/>	<input type="checkbox"/>

To ensure timely plan review, please submit three complete sets of plans and specs

SECTION 2 BUILDING/ZONING REVIEW: SCOPE OF WORK

APPLICATION FOR: (PLEASE CHECK ALL THAT APPLY) <input type="checkbox"/> New Building <input type="checkbox"/> Exterior Alteration <input type="checkbox"/> Interior Alteration <input type="checkbox"/> Home Occupation <input type="checkbox"/> Addition to Building <input type="checkbox"/> Temporary Building		<input type="checkbox"/> Razing (a completed Demolition Release Form is also required) <input type="checkbox"/> Accessory Building (Shed, Detached Garage) <input type="checkbox"/> Driveway, Patio (Impervious Surface) <input type="checkbox"/> Deck - <i>maximum deck height above grade:</i> _____ <input type="checkbox"/> Other: _____		PROPOSED USE: <input type="checkbox"/> One Family Dwelling <input type="checkbox"/> Two Family Dwelling <input type="checkbox"/> Townhouse <input type="checkbox"/> Storage <input type="checkbox"/> Utility and Misc. <input type="checkbox"/> _____		CONSTRUCTION TYPE: <input type="checkbox"/> Wood <input type="checkbox"/> Masonry <input type="checkbox"/> Structural Steel <input type="checkbox"/> Reinforced Concrete <input type="checkbox"/> Industrialized <input type="checkbox"/> Manufactured <input type="checkbox"/> _____		HEATING FUEL: <input type="checkbox"/> Gas <input type="checkbox"/> Oil <input type="checkbox"/> Electricity <input type="checkbox"/> _____	
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STRUCTURE INFORMATION: PA ONE Call #: _____ Date: _____

EXISTING INTERIOR FLOOR SPACE: _____ sq. ft. # OF BEDROOMS: _____ # OF STORIES: _____ HEIGHT: _____ ft

PROPOSED GROSS AREA TO BE CONSTRUCTED OR ALTERED (measured outside-to-outside dimensions of all levels of the structure, and shall include basements, bays, hallways, stairways, utility/mechanical rooms, storage rooms, lobbies, attached garages, foyers, elevators, decks, and attics that have a minimum headroom of 6 feet): _____ sq ft

DETAILED DESCRIPTION OF PROPOSED WORK: COST OF PROPOSED WORK: \$ _____

SECTION 3 MECHANICAL REVIEW: SCOPE OF WORK

JOB TYPE <input type="checkbox"/> New Unit <input type="checkbox"/> Replace Existing Unit <input type="checkbox"/> New Fuel Type <input type="checkbox"/> Existing Fuel Type		TYPE OF JOB <input type="checkbox"/> Heating <input type="checkbox"/> Air Conditioning <input type="checkbox"/> Ventilation <input type="checkbox"/> Other: _____		TYPE OF UNIT <input type="checkbox"/> Oil <input type="checkbox"/> Gas <input type="checkbox"/> Steam <input type="checkbox"/> Other: _____		<input type="checkbox"/> Heat Pump <input type="checkbox"/> Forced Air <input type="checkbox"/> Geothermal		<input type="checkbox"/> Wood <input type="checkbox"/> Electric <input type="checkbox"/> Boiler	
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DESCRIPTION OF PROPOSED WORK: COST OF PROPOSED WORK: \$ _____

SECTION 4 PLUMBING REVIEW: SCOPE OF WORK

PA ONE Call # (IF NEEDED): _____ Date: _____ COST OF PROPOSED WORK: \$ _____

DESCRIPTION OF PROPOSED WORK:

To ensure timely plan review, please submit three complete sets of plans and specs

SECTION 5 ELECTRICAL REVIEW: SCOPE OF WORK

APPLICATION FOR: <input type="checkbox"/> COMPLETE <input type="checkbox"/> WIRING <input type="checkbox"/> SERVICE <input type="checkbox"/> POOL <input type="checkbox"/> BONDING	TYPE OF WORK: <input type="checkbox"/> NEW CONSTRUCTION <input type="checkbox"/> ADDITION <input type="checkbox"/> ALTERATION	SERVICE INFORMATION: <input type="checkbox"/> New <input type="checkbox"/> Repair Size of Service: _____ amp Number of Meters: _____ Subpanels: _____	TO USE EXISTING WIRING? <input type="checkbox"/> Yes <input type="checkbox"/> No	PPL # _____ SERVICE AIC # _____ PA ONE _____ <input type="checkbox"/> Overhead <input type="checkbox"/> Underground
	ELECTRIC HEAT: <input type="checkbox"/> Yes <input type="checkbox"/> No			

DESCRIPTION OF PROPOSED WORK: _____ **COST OF PROPOSED WORK: \$** _____

SECTION 6 POOL/SPA REVIEW: SCOPE OF WORK

PA ONE Call #: _____ Date: _____

COST OF PROPOSED WORK: \$ _____ Pool Type <input type="checkbox"/> Above Ground <input type="checkbox"/> In Ground <input type="checkbox"/> Spa <input type="checkbox"/> Storable	Enclosures/Protections: <input type="checkbox"/> Existing <input type="checkbox"/> Proposed Type of Fence Material: _____ Size/Description of Fence Pattern Openings: _____ <input type="checkbox"/> 4' Fence Around Pool <input type="checkbox"/> 4' Fence Around Yard <input type="checkbox"/> 4' Pool Wall Above Grade <input type="checkbox"/> Lockable Pool Cover Between Uses <input type="checkbox"/> Alarm <input type="checkbox"/> Self-Closing, Self-Latching Gates with latch minimum 48" above grade	Pool Dimensions: Length: _____ Width: _____ Depth: _____ Capacity: _____ gal Pool Setbacks: Front: _____ Rear: _____ Right: _____ Left: _____	Miscellaneous: <table border="1"> <thead> <tr> <th></th> <th>YES</th> <th>NO</th> </tr> </thead> <tbody> <tr> <td>Pool Deck</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Pool Walkway</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Walkway Width</td> <td></td> <td></td> </tr> <tr> <td>Diving Board</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Slide</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Pool Heater</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Fuel Source</td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/> LPG</td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/> Natural Gas</td> <td></td> <td></td> </tr> </tbody> </table>		YES	NO	Pool Deck	<input type="checkbox"/>	<input type="checkbox"/>	Pool Walkway	<input type="checkbox"/>	<input type="checkbox"/>	Walkway Width			Diving Board	<input type="checkbox"/>	<input type="checkbox"/>	Slide	<input type="checkbox"/>	<input type="checkbox"/>	Pool Heater	<input type="checkbox"/>	<input type="checkbox"/>	Fuel Source			<input type="checkbox"/> LPG			<input type="checkbox"/> Natural Gas		
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Fuel Source																																	
<input type="checkbox"/> LPG																																	
<input type="checkbox"/> Natural Gas																																	

Overhead/Underground Wires <input type="checkbox"/> Overhead Distance from Pool: Vertical _____ Horizontal: _____ <input type="checkbox"/> Underground Distance from Pool: Horizontal: _____	Electrical Receptacles <input type="checkbox"/> GFCI Distance from Pool: _____ <input type="checkbox"/> Non-GFCI Distance from Pool: _____	Underwater Lights? <input type="checkbox"/> Yes <input type="checkbox"/> No
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SECTION 7 FENCE REVIEW: SCOPE OF WORK

Please note that no fence shall be erected in any South Whitehall Township utility or drainage easement, or any clear-sight triangle, unless first approved by the Board of Commissioners

Barriers to pools and retaining walls require Building Code review, inspection and all associated fees

What type of fence is proposed? (Check one)

Wire Mesh Split rail Picket Retaining Wall Shadow box Stockade Vinyl Other _____

PA ONE Call #: _____ Date: _____

Is the proposed fence replacing an existing fence? Yes No

If yes, does the existing fence act as a barrier to a swimming pool? Yes No

Will the proposed fence act as a barrier to a swimming pool? Yes No

What is the height of the proposed fence, measured from grade to top of fence?

Is the subject property a corner property? Yes No

Will the proposed fence extend into the front yard? Yes No

Will the proposed fence extend into an easement of any kind? Yes No

Will the proposed fence be located next to the property line? Yes No

Will the finished side of the proposed fence face the neighboring property? Yes No