

**BOROUGH OF WHITEHALL  
RESIDENTIAL BUILDING PERMIT APPLICATION AND REVIEW PROCESS  
GENERAL INFORMATION SHEET**

A Building Permit is required **prior** to any construction or installation activity which involves more than **ordinary repair** to a structure. Permits are also required prior to the placement of accessory-type structures, such as fencing, sheds, pools, air conditioner units, large satellite dishes, new or expanded parking surfaces, and earthwork or grading projects.

It is important to remember that **illegally placed structures** remain subject to enforcement proceedings **at any time upon discovery** of such violations. The “current property owner” is always responsible for his/her property and that which exists upon it.

The residential **Building Permit Application** process generally requires submission of the following items for review:

1. Application properly signed by property owner or his agent.
2. Workman’s Compensation Form or the contractors’ Workman’s Compensation Certificate naming Whitehall Borough as the certificate holder.
3. Plot Plan accurately prepared to scale showing the property boundary lines and any easements, the location of all structures existing or proposed including the distances from property lines, all utility locations, and parking and access details. (Often the homeowner can use a copy of the property survey as a plot plan, if properly marked up to clearly indicate the locations of proposed structures and utility line information.)
4. Two sets of construction drawings complete with elevations, structural details and materials to be used, and complete floor plans indicating the existing and proposed layout including the use of all areas.
5. Payment of the application fee.

The plans will be reviewed in as timely a fashion as possible. (Inadequate plan detail and information is the most common reason for delay in the review process.) When found to be compliant with the applicable codes, a permit is issued. When the plan does not comply with codes, the applicant will be given the opportunity to revise the plan to conform with the code or the plan will be rejected and the permit denied. If denied, the reasons for rejection will be explained and the method for appeal will be identified in writing to the applicant.

Once a Building Permit is issued, construction can begin. The builder is required to periodically contact the Building Inspector for field inspections to verify Code compliance at various stages of a project. The approval of other inspection agencies may also be required, depending on the types of work involved, such as the Allegheny County Health Department, Division of Plumbing Inspection and/or a certified electrical inspection agency. A final inspection should be performed upon completion of any project.