

# NORTH WHITEHALL TOWNSHIP ZONING OFFICE

3256 Levans Road  
Coplay, PA 18037

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## USE & OCCUPANCY PERMIT INSPECTION CHECKLIST FORM

PLEASE CALL FIVE (5) DAYS PRIOR TO REQUESTING THIS PERMIT FOR INSPECTION.

**ALL OF THESE ITEMS LISTED BELOW MUST BE COMPLETED PRIOR TO ISSUANCE OF THE USE AND OCCUPANCY PERMIT:**

1. Proper display of Street address (see sheet attachment).
2. All property corner pins are set in place and clearly marked by stakes or painted ~.
3. **Driveway swale or pipe (if required) and roadside swale must be properly graded and stabilized. The driveway must be final inspected by Township Engineer before being paved. The driveway must be stabilized with stone before this permit will be Issued. All conditions of the driveway permit must be completed.**
4. Lot is graded in accordance with the approved subdivision grading plan or building site plan.
5. Well is located a minimum of 100' from septic drain field, and 50' from septic tank.
6. Setbacks have been met for all building and structures from front, rear, and side property lines, easements and right-of-ways.
7. Verify 100 year floodplain elevation and building structure is 1/2' above 100 year floodplain (when applicable).
8. Sewage or sewerage, water and all utility connections are completed, and working.
9. Subdivision roads are completed to 'mud-free" condition (i.e. base/binder paving installed).
10. Storm water management, conveyance and detention facilities to control runoff from the lot are installed, functioning and stabilized properly.
11. Temporary soil erosion and sedimentation control facilities are in place for the lot during and after final grading. The site must be temporarily mulched and seeded if permit is desired during the growing season.
12. The septic system bed and/or sand mound system must be top soiled, seeded and mulched prior to issuance of this permit.
13. Labor and Industry Occupancy Permit must be secured prior to issuance of this permit (if applicable).
14. An Agricultural Permit (food service only) must be secured prior to issuance of this permit.
15. Backflow devices must be installed on all water systems (including LCA, NBMA water systems). A lead-free certificate must be in township records prior to issuance of this permit.
16. For in ground pools only: the foundation must be set in reinforced concrete and areas surrounding pool must be stabilized with grass. All discharge points from the pool filter system must be directed away from the septic system and water courses. The Electrical system must be installed and grounded to applicable construction codes. The pool must be fenced in according to the 1995 North Whitehall Township Zoning Ordinances. The in ground pool must meet all setback requirements.
17. For mobile home uses only: All structures must be in place as shown on the building permit application. Mobile homes must have tie downs - 6 tie downs - 3 on each side of the mobile home. Skirting must be in place for mobile homes.
18. For uses only: Verification of the operation of a new use only. Verification of the change of a use only.
19. **All outstanding fees, conditions and obligations with North Whitehall Township must be paid in full and satisfied prior to issuance of this permit. If there are current or outstanding federal, state, and local zoning violations on this property or structure, the zoning officer will not issue this permit. All subdivision conditions must be met and satisfied on the recorded subdivision and building plot plan.**
20. The amount of bedrooms and bathrooms must equal what is shown on the original building and septic permit. If they do not, occupancy of the structure will not be permitted.
21. Downspouts shall not drain into or onto roads swales. Planting mounds, planting materials around mailboxes or any objects which may impede the flow of water shall not be placed in roadside drainage swales.
22. All building inspections including plumbing & electrical inspections must be completed & satisfied as per township ordinances prior to occupancy.
23. **ALL CONDITIONS ON THE BUILDING, ZONING, OR DRIVEWAY PERMIT MUST BE COMPLETED.**