How to Apply for a Permit

Getting Started

Planning a home improvement, construction project, or change in property use? Understanding the permit process before you begin can help you avoid delays, unexpected expenses, and incomplete applications.

Depending on the proposed work, you may need a Zoning Permit, a UCC Building Permit, or additional approvals.

The following guide explains how to prepare your application, what documentation may be required, and what to expect during the review process.

Step 1: Determine Which Permits You Need

Not all projects require the same permits.

A Zoning Permit addresses whether your proposed use or improvement complies with the Township's zoning regulations. A UCC Building Permit addresses applicable construction and safety requirements under the Pennsylvania Uniform Construction Code.

Some projects, such as swimming pools, additions, and certain decks or accessory buildings, may require both.

Before completing an application, review the Township's permit guidance to identify the approvals applicable to your project.

Step 2: Complete the Appropriate Application

Carefully complete all sections of the required permit application that apply to your project.

Be prepared to provide:

- The address where the proposed work will occur.
- Property owner and applicant contact information.
- Contractor information, if applicable.
- A clear description of the proposed work.
- Project dimensions, including size and height, when applicable.
- Existing site conditions and proposed improvements.
- Estimated construction cost, where requested.
- Required signatures.

The property owner's signature is required on the Township's zoning and UCC permit applications, even when a contractor is submitting the application on the owner's behalf.

Incomplete or missing information may delay processing.

Step 3: Gather Your Supporting Documentation

Your application may require additional documentation depending on the nature and scope of the proposed project.

For Zoning Permit Applications

Supporting materials may include a plot plan identifying the proposed improvement, existing structures, property boundaries, required setback measurements, and applicable site features.

For UCC Building Permit Applications

Construction plans and specifications may be required for review under the applicable building codes.

The Township's current UCC application calls for three complete sets of construction plans for building permit review.

Additional documentation may include applicable workers' compensation insurance information, contractor documentation, sewage permits, or other agency approvals.

Important: Not every project requires every document listed above. Review the application instructions and the requirements applicable to your proposed work.

Step 4: Submit Your Application and Required Fees

Submit the completed application, supporting documentation, required signatures, and applicable fees to North Whitehall Township.

UCC applications may also require a separate payment to the selected inspection agency for plan review or an initial deposit. Additional inspection fees may be due.

Be sure to review the current application and fee schedule before submitting payment.

An application is not an issued permit. Submitting paperwork or paying a fee does not authorize construction to begin.

Step 5: Application Review

After submission, the Township reviews the application for completeness and compliance with applicable requirements.

Depending on the project, this may include:

- Verification of required application information.
- Review of plot plans and supporting documents.
- Evaluation of zoning regulations and dimensional requirements.
- Construction plan review by the designated UCC inspection agency.
- Coordination with other Township departments or outside agencies when necessary.

If information is missing, unclear, or additional revisions are necessary, the applicant may be contacted to provide corrections or supporting documentation.

Submitting a complete and accurate application helps reduce avoidable delays.

Step 6: Permit Issuance and Construction

Once the required reviews are completed and the proposed work is approved, applicable permits may be issued.

Do not begin work requiring a permit until the necessary permits and approvals have been issued.

For projects subject to building code inspections, the permit holder is responsible for coordinating required inspections with the applicable inspection agency.

Certain work must be inspected before it is covered or before construction proceeds to the next stage.

Step 7: Final Inspections and Project Completion

When applicable, required final inspections and other completion requirements must be satisfied.

Depending on the nature of the project, additional documentation or approvals may be necessary before the improvement can be occupied or placed into use.

Common Application Mistakes to Avoid

Before submitting, double-check the following:

- Is the correct application being used?
- Is the project description complete and accurate?

- Are all relevant dimensions and setbacks provided?
- Is the required plot plan or construction documentation included?
- Have all applicable sections been completed?
- Has the property owner signed the application?
- Are the required fees and supporting documents included?
- Have any necessary outside agency approvals been addressed?

A few extra minutes spent reviewing your application before submission can help prevent unnecessary delays.

Helpful Resources

- Do I Need a Permit?
- Zoning Permit Application
- UCC Building Permit Application
- Driveway Permit Application
- How to Prepare a Plot Plan
- Township Permit Fee Schedule
- Impervious Surface Coverage Worksheet
- Sample Completed Permit Applications — The Munster Family

Questions about your proposed project?

Review the Township's permit guides and sample applications before submitting. They are intended to help you understand the process and prepare the information necessary for review.