

**CUSTOMER ASSISTANCE GUIDE
BUILDING PERMIT APPLICATION SUBMITTAL REQUIREMENTS**

COMMERCIAL AND MULTI-FAMILY

- Please read all of the following information.
- The following is a check list. You must have a “checkmark” in all the sections listed below prior to submitting your application

- _____ Sub-division and land development approval, if required.
- _____ 3 (three) complete sets of sealed drawings, including specification books from a registered design professional that show in detail code compliance for all work proposed.
- _____ A site plan showing the outside dimensions of the proposed structure, including distances in feet to the front, sides and rear property lines.
- _____ Sewer permit.
- _____ Workers’ compensation insurance certificate or an affidavit of exemption.
- _____ Location of parking spaces, accessible routes, public transportation stops and other required accessibility features.
- _____ Highway access permit Penn Dot/Municipal, if required.
- _____ Plan review/fee (permit clerk will calculate).

_____ Completed building permit application.

MDIA will review plans submitted to determine code compliance. If the minimum submittal requirements are not met, we will ask the applicant to supply additional information. If the minimum requirements are met, the plans will be marked “approved”. A building permit will be issued and the applicant will be notified of the inspection fees and when they can pick-up the permit at the Municipal Building. All fees shall be paid prior to the issuance of the permit. Then use the inspection procedures provided to have all of the required inspections performed.

INSPECTION PROCEDURES COMMERCIAL AND MULTI-FAMILY CONSTRUCTION

- Building permit must be posted on the site of the work and clearly visible from the road until completion of the project.
- Your approved plans must be available at all times for inspection. These are the plans that were submitted with your application and were marked "Approved" by the building code official.
- **DO NOT schedule an inspection if the work is not ready!!!!**
- When scheduling an inspection, you must supply a permit number to the inspector.

MINIMUM OF 24 HOUR NOTICE REQUIRED TO MIDDLE DEPARTMENT INSPECTION AGENCY, INC.

1. Footing inspection – To be done after forming and prior to placing of concrete.
Inspector, Brian Rearick Phone, 1-800-682-6342
2. Foundation inspection – French drain and waterproofing.
Inspector, Brian Rearick Phone, 1-800-682-6342
3. Plumbing under slab – Rough-in done prior to placing concrete.
Water test must be witnessed by inspector.
Inspector, Brian Rearick Phone, 1-800-682-6342
4. Electrical inspection – Rough-in to be done prior to insulating.
Inspector, Brian Rearick Phone, 1-800-682-6342
5. Plumbing inspection – Rough-in to be done prior to insulating.
Water test must be witnessed by inspector.
Inspector, Brian Rearick Phone, 1-800-682-6342
6. Mechanical inspection – Rough-in to be done prior to insulating.
Inspector, Brian Rearick Phone, 1-800-682-6342
7. Framing inspection – Done prior to insulating, but after heating, plumbing and wiring are roughed-in and approved.
Inspector, Brian Rearick Phone, 1-800-682-6342
8. Energy efficiency inspection – To be done after insulating but before drywall.
Inspector, Brian Rearick Phone, 1-800-682-6342
9. Wallboard inspection – To be done after fastening all wallboard is but before tapping, mudding, etc.
Inspector, Brian Rearick Phone, 1-800-682-6342
10. Final inspection – When job is completely finished, prior to occupancy permit and after final plumbing and electrical inspection.
Inspector, Brian Rearick Phone, 1-800-682-6342

CONSTRUCTION DOCUMENTS REQUIRED

- Site plan showing to scale the size and location of all new construction and all existing structures on the site. Distances from lot lines, established street grades and proposed finished grades. All parking including accessible spaces with signage. Accessible paths to entrances.

3 (three) complete sets of sealed drawings including specification books from a registered design professional that show in detail code compliance for all of the work proposed to include but not limited to the following information:

- ARCHITECTURAL
- STRUCTURAL
- ELECTRICAL
- MECHANICAL
- PLUMBING
- ACCESSIBILITY (Details and elevations of restrooms, checkout counters, etc. and routes with elevations for all accessibility)
- ENERGY CALCULATIONS WITH HVAC & LIGHTING (COM CHECK OR IECC)
- ALL SIGNAGE (TACTILE EXIT, RESTROOM, ETC.)
- USE GROUP(S) (EACH AREA OR ROOM) (IBC. Chapter 3)
- BUILDING LIMITATION (HEIGHT & AREA) (IBC. Chapter 5)
- TYPE OF CONSTRUCTION (IBC. Chapter 6)
- FIRE RESISTANT MATERIALS & CONSTRUCTION (IBC. Chapter 7)
- FIRE PROTECTION SYSTEM(S) (IF REQUIRED) (IBC. Chapter 9)
- OCCUPANT LOAD (EACH AREA OR ROOM) (IBC. Section 1004)
- ACCESSIBILITY ADVISORY BOARD APPROVAL FOR PUBLIC POOLS PRIOR TO SUBMISSION.
- DEPARTMENT OF HEALTH APPROVAL FOR HEALTH CARE FACILITIES PRIOR TO SUBMISSION.
- SPECIAL INSPECTIONS AS PER IBC SECTION 1704 & 1710

THIS FORM REQUIRES A NOTARY SEAL

AFFIDAVIT OF EXEMPTION

The undersigned affirm that he/she is not required to provide workers compensation insurance under the provisions of Pennsylvania's Workers' Compensation Law for one of the following reasons, as indicated:

_____ Property owner performing own work. If property owner does hire contractor to perform any work pursuant to building permit, contractor must provide proof of workers' compensation insurance to the municipality. Homeowner assumes liability for contractor compliance with this requirement.

_____ Contractor has no employees. Contractor prohibited by law from employing any individual to perform work pursuant to this building permit unless contractor provides proof of insurance to the municipality.

_____ Religious exemption under the Workers' Compensation Law. All employees of contractor are exempt from workers' compensation insurance (attach copies of religious exemption letter for all employees).

Signature of Applicant

County of _____

Municipality of _____

Subscribed, sworn to and
acknowledged before me by the above
_____ this _____ Day
of _____
20 _____.

SEAL

Notary Public

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EXISTING COMMERCIAL AND MULTI-FAMILY

Section (403.42.)

An owner or authorized agent who intends to construct, enlarge, alter, repair, move, demolish, or change the occupancy or use of a commercial building, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical, or plumbing system regulated by the Uniform Construction Code, shall apply to the building code official and obtain the required permits.

A permit applicant shall submit an application to the building code official, and attach construction documents, including sealed plans and specifications if changes are needed to the building to comply with the code for the new occupancy.

A licensed architect or licensed professional engineer shall prepare the construction documents under the architect's licensure law.

This may be submitted in letter form from the architect or engineer if the building complies with the code for the change of use or occupancy. Also submit a copy of the certificate of occupancy issued by the Department of Labor and Industry for the existing building if it is available.

Attached is a check list of required code information needed for review of plans.

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