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.			
	Plan Review options:			
	Plans may be submitted electronically (Preferred Method) by going to our website, www.mdia.us, and click on Offices, click on Plan Review and then Submit Plans. If using the electronic method, once the plans are approved, they will be returned to the design professional and it will be their responsibility to make as many hard copies as needed and provide them to the BCO and the municipality so the permit can be issued. No permits will be issued and construction shall not start until all applicable fees are paid. It is then required that a completed set of stamped plans be on the jobsite and made available to the field inspector during the construction.			
	OR			
	3 (three) complete paper sets of sealed drawings, including specification books from a PA 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). Automatic fire sprinkler system designed in accordance with NFPA 13 where applicable.			
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.

PLEASE GIVE THREE (3) WORKING DAYS ADVANCE NOTICE FOOTING INSPECTION WILL BE GIVEN PRIORITY MIDDLE DEPARTMENT INSPECTION AGENCY, INC.

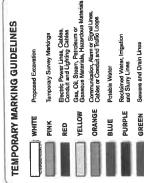
- 1. Footing To be done after forming and prior to placing of concrete.

 Inspector, Patrick Duffy Phone, 1-800-922-6342
- 2. Foundation inspection French drain and water-proofing prior to backfilling. Inspector, Patrick Duffy Phone, 1-800-922-6342
- 3. Plumbing under slab (rough-in) done prior to placing concrete floor. Inspector, Patrick Duffy Phone, 1-800-922-6342
- Framing inspection Done prior to insulating, but after heating, plumbing and wiring are roughed in, and prior to any exterior finishes being applied.
 Inspector, Patrick Duffy Phone, 1-800-922-6342
- 5. Energy conservation.
 Inspector, Patrick Duffy Phone, 1-800-922-6342
- 6. Wallboard- Only needed if there is an integral or attached garage. Inspector, Patrick Duffy Phone, 1-800-922-6342
- 7. Final inspection When job is completely finished, prior to occupancy permit and after plumbing, mechanical and electrical.

 Inspector, Patrick Duffy Phone, 1-800-922-6342

BEFORE DIGGING CALL 811 – SEE ATTACHED BROCHURE





The following information is needed when you call PA One Call System.

YOUR TELEPHONE NUMBER YOUR MAILING ADDRESS COUNTY - The name of the county where the work will

MUNICALITY - THE PARIETY OF THE COUNTY MAD A COUNTY MAD A

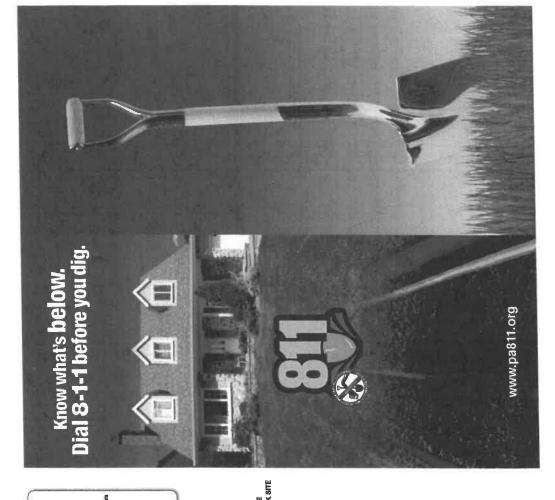
WHO IS THE WORK BEING DONE FOR PERSON TO CONTACT IF THE UTILITIES HAVE

QUESTIONS

THE CONTACT PERSON'S PHONE NUMBER - The phone number with area code for deydine confact phone number with area code for deydine confact.

FLAX NUMBER AND/OR EMAIL ADDRESS - The react Number Schedule area for several with the facility wares with be sent to you schedule be EXCANATION DATE AND START TIME — not less than 3 business days or more than 10

You will be given a 10 digit sarial numbar as confirmation of your call and our systam will send you the responses from the utilities on the mornling of your schladded excevation date via fax or small DURATION OF A JOB - How long will the job take ANY ADDITIONAL REMARKS YOU MAY HAVE



What do we do?

We are the "Call before you dig!" company for all of Pennsylvania. If you plan to disturb the earth with powered equipment, you are required by Pennsylvania law to notify the underground utility companies of your intent to do so. Notification occurs by calling 8-1-1 or 1-800-242-1776, 24 hours of the day, every day of the year. Notification can also be done on our website at www.paonecall.org.

We will then notify the utility companies nearby of your intent to dig. The utility companies are responsible to mark where their underground lines are located with colored flags, paint or chalk

Please Note:

- PA One Call does not mark
- n some cases, the utility company may not mark the
- service lines you own.

 If you need your sewer drain cleared be sure to conww.paonecallorg/cross for Call Before You Clear information or call 811 for

Why should you call?

Safe digging is no accident! If you are installing a fence or deck, or digging for a mailbox post, patio or other excavation project, it is important to Know What's Below. Dial 8-1-1 or 1-800-242-1776 before you dig. The utility companies do not want an accident, either. The best way to learn where underground utility lines are located is to call before you dig.

For more information, visit www.pa811.org



Homeowner Quick Tips

- One easy phone call to 8-1-1 three to ten business days before digging begins helps keep your neighborhood safe.
- Call on Monday or Tuesday if you plan to dig on Saturday or Sunday.
- The utility companies will mark where their underground lines are located with colored paint, flags or chalk.
- Do not remove the flags if you see them in your yard.
- Our service is no cost to homeowners.
- Did you hire someone to install your fence, deck or new patio? Ask to see the PA One Call serial number before allowing them to dig on your property.

The Excavator's Responsibility

- Dial 8-1-1 or 1-800-242-1776.
- Do not allow anyone to excavate on your property without calling.

Always look for the markings on

- the ground before your dig date.

 If you do not see markings, do not allow anyone to dig. Wait for the lines to be marked by the utility.
- Whoever places the call will receive an email or fax with a list of facility owners who have marked or have not marked.

 Pay attention to this message.
- Respect the markings by not removing flags or disturbing the actual markings.
- Exercise care around the marked lines by hand diggin
- When the project is complete, the excavator should remove the flags or marks from the ground or pavement.
- Report mishaps by dialing 8-1-Report emergencies by dialing 9-1-1,

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.
COMPLETED BUILDING PERMIT APPLICATION
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)
DEPARTMENT OF HEALTH APPROVAL FOR HEALTH CARE FACILITIES PRIOR TO SUBMISSION.
SPECIAL INSPECTIONS AS DED IBC SECTION 1704 & 1710

THIS FORM REQUIRES A NOTARY SEAL

AFFIDAVIT OF EXEMPTION

	ving reasons, as indicated: Property owner perforn	nnsylvania's Workers' Compensation Law for one ning own work. If property owner does hire
	must provide proof	ny work pursuant to building permit, contractor of workers' compensation insurance to the er assumes liability for contractor compliance with
	employing any individua	ployees. Contractor prohibited by law from I to perform work pursuant to this building permit es proof of insurance to the municipality.
	employees of contract	inder the Workers' Compensation Law. All tor are exempt from workers' compensation of religious exemption letter for all employees).
Signature o	f Applicant	
County of _		
Municipality	/ of	
		Subscribed, sworn to and acknowledged before me by the above this Day of
SEAL		
		Notary Public