

**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.

\_\_\_\_\_ Complete Construction plans must be stamped and signed by a Pennsylvania Registered Design Professional (Architect or Engineer). Plans **MUST** be PDF Format, unsecured, unencrypted, and no digital signatures attached to file. **ALL PLANS MUST INCLUDE** Construction Type and Use Group as determined by the design professional.

\_\_\_\_\_ Plans **AND** Application must be submitted electronically by going to our website, [www.mdia.us](http://www.mdia.us), and click on Offices, and then the "Submit Plans" icon next to Wexford Office address. Once the plans are approved, they will be returned to the design professional and/or applicant, 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 MDIA stamped and approved plans be on the jobsite and made available to the field inspector during the entire course of construction.

\_\_\_\_\_ 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**
4. Electrical – Rough in to be done prior to insulating.  
**Inspector: John Balsler                      Phone: 412-292-9073**
5. 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**
6. Energy conservation.  
**Inspector: Patrick Duffy                      Phone: 1-800-922-6342**
7. Wallboard- Only needed if there is an integral or attached garage.  
**Inspector: Patrick Duffy                      Phone: 1-800-922-6342**
8. Final Electrical – When job is completely finished.  
**Inspector: John Balsler                      Phone: 412-292-9073**
9. 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**

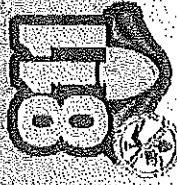
## CONSTRUCTION DOCUMENTS REQUIRED

- 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 PER IBC SECTION 1704 & 1710.

Safe digging is  
no accident!

Know what's  
below.

Dial 8-1-1  
before you dig.



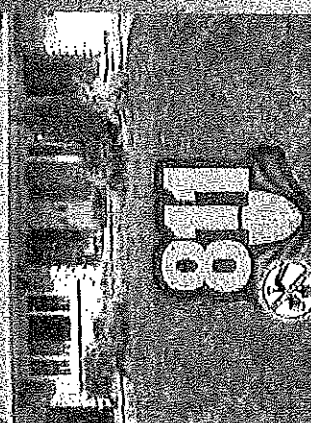
**TEMPORARY MARKING GUIDELINES**

Color	Proposed Excavation
WHITE	Temporary Survey Markings
PINK	Boundary Lines, Easements, Utility Lines, Cables
RED	Gas, Oil, Steam, Refrigerant or Chemical Lines, Poles or Structures
YELLOW	Communication Lines or Signal Lines
ORANGE	Public Utility
BLUE	Subsidence or Other Information
PURPLE	Survey and Stake Lines
GREEN	Survey and Stake Lines

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

**YOUR TELEPHONE NUMBER**  
**YOUR MAILING ADDRESS**  
**COUNTY** - The name of the county where the work will take place.  
**LOCALITY** - City, Township or Borough where the work will take place.  
**THE ADDRESS WHERE THE WORK WILL TAKE PLACE**  
**THE NEAREST INTERSECTING STREET TO THE WORK SITE**  
**THE NAME OF A SECOND INTERSECTION NEAR THE WORK SITE**  
**IS THE PROPOSED EXCAVATION AREA (WORK SITE) MARKED IN WHITE** - Yes or No  
**LOCATION AND THE SIZE** - Copying information to the utility companies.  
**THE TYPE OF WORK BEING DONE**  
**WHETHER THE WORK WILL TAKE PLACE IN: Street, Sidewalk, Park or Private Property**  
**THE APPROXIMATE DEPTH YOU ARE DIGGING**  
**THE EXTENT OF THE EXCAVATION** - The approximate size of the opening, the length and width of adjacent areas of the excavation.  
**THE METHOD OF EXCAVATION** - How the work will be done.  
**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 daytime contact.  
**THE BEST TIME TO CALL** - EMAIL ADDRESS - The email address for the utility companies will be sent to you.  
**SCHEDULED EXCAVATION DATE AND START TIME** - not less than 2 business days or more than 40 business days.  
**DURATION OF A JOB** - How long will the job take.  
**ANY ADDITIONAL REBARKS YOU MAY HAVE**  
 You will be given a 10-digit serial number as confirmation of your request. This number will be sent to you from the call center on the morning of your scheduled excavation date via fax or email.

Know what's below.  
Dial 8-1-1 before you dig.



www.pa811.org

### What do we do?

Wear 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 dig. Notification occurs by calling 844-641-8800-2424 776-24 hours or the day, every day for the year. Notification can also be done on our web site at [www.pennonecall.org](http://www.pennonecall.org)

We will then notify the utility companies nearby of your intent to dig. The utility companies are responsible to mark, within their underground lines are located. Utility color codes are as follows:

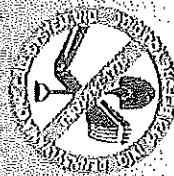
- Electric (Red)
- Gas (Yellow)
- Steam (Blue)
- Sewer (Green)
- Water (Purple)
- Telecommunications (Orange)
- Other (White)

For more information visit [www.pennonecall.org](http://www.pennonecall.org)

### Why should you call?

Safe digging is so essential if you are installing a fence or deck, or digging for a mailbox post, patio or other excavation projects, it is important to know what's below. Dial 844-641-8800-2424 776-24 hours 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.pennonecall.org](http://www.pennonecall.org)



### Homeowner Quick Tips

- One easy phone call to 844-641-8800 for 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 line goes to home wires.
- Digging pits someone to install your water, gas or sewer pipes. Ask for a call before you dig number before allowing them to begin your project.

### The Excavator's Responsibility

- Dial 844-641-8800-2424 776-24 hours before you dig.
- 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 the flags, 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 the list of facility owners who have marked or have red marked or yellow marked lines.
- Respect the markings by not turning flags or disturbing the marked markings.
- Excavate areas marked by the utility companies, including the marked lines, before you dig.
- If you are digging, call 844-641-8800-2424 776-24 hours before you dig.

**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**