CUSTOMER ASSISTANCE GUIDE
BUILDING PERMIT APPLICATION SUBMITTAL REQUIREMENTS

DETACHED STRUCTURES (1000 SQ FT OR MORE)
ACCESSORY TO DETACHED ONE FAMILY DWELLING

(Shed – Detached Garage – Pavilions – Etc)

- 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.

_____ "Affidavit of Exemption" (See attached form) If you are hiring a contractor to construct your structure, and they have workers' compensation, have the contractor or their insurance carrier provide us with a "Certificate of Insurance" showing proof of such. If the homeowner or a contractor without workers' compensation is constructing the structure, the attached form must be completed and notarized.

_____ A site plan showing the proposed detached accessory structure, the outside dimensions of the structure, the distances in feet, to the front, sides, and rear property lines.

_____ Three (3) sets of construction drawings that show in detail code compliance for all of the work proposed, to include but not limited to the following information;

_____ Footing detail including depth below frost line.
_____ Type of foundation.
_____ Roof rafter size (2x6, 2x8, 2x10, etc).
_____ Rafter spacing (16" on center, 24" on center, etc).
_____ Thickness and type of roof sheathing.
_____ Ceiling joist size and spacing.
_____ Floor joist size and spacing.
_____ Wall sections showing top, bottom plates and headers.
_____ Location and size of all beams, girder/headers.
_____ Sizes of all doors.
_____ Plumbing if applicable.
_____ Mechanical if applicable.
_____ Electrical if applicable.
_____ Wall bracing detail (material, length and fastening).

_____ 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
DETACHED ACCESSORY STRUCTURES

- 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 inspections. These are the plans that were submitted with your application and were marked "Approved" by the Building Code Official.
- The permit applicant or authorized agent is responsible for scheduling all inspections.
- To schedule an inspection call the inspector listed below.
- **DO NOT schedule an inspection if the work is not ready!!!!**
- When scheduling an inspection, you must supply your 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, Clyde Volk **Phone, 1-800-662-6342**
2. Foundation inspection – French drain and water-proofing prior to backfilling.
   Inspector, Clyde Volk **Phone, 1-800-662-6342**
3. Plumbing under slab (rough-in) done prior to placing concrete floor.
   Inspector, Clyde Volk **Phone, 1-800-662-6342**
4. Framing inspection – Done prior to insulating, but after heating, plumbing and wiring are roughed in, and prior to any exterior finishes being applied.
   Inspector, Clyde Volk **Phone, 1-800-662-6342**
5. Energy conservation.
   Inspector, Clyde Volk **Phone, 1-800-662-6342**
6. Wallboard. Only needed if there is an integral or attached garage.
   Inspector, Clyde Volk **Phone, 1-800-662-6342**
7. Final inspection – When job is completely finished, prior to occupancy permit and after plumbing, mechanical and electrical.
   Inspector, Clyde Volk **Phone, 1-800-662-6342**

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