CUSTOMER ASSISTANCE GUIDE
BUILDING PERMIT APPLICATION SUBMITTAL REQUIREMENTS
MANUFACTURED AND INDUSTRIALIZED HOUSING

- Please read all of the following information.
- The following is a checklist. 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 dwelling, the outside dimensions of the structure, distances in feet to the front, side and rear property lines; and the height of floor surface above grade at highest point on deck or landing on exterior of main exit door.

_____ Septic permit if applicable. _____ Sewer permit if applicable.

_____ 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. Thickness and depth below frost line.
_____ Size of masonry units for foundation (piers or full foundations).
_____ Type, size, and placement of anchorage for the structure to the foundation.
_____ A copy of the manufacturer's specifications and installation instructions.
_____ Electrical. Service size ____ and location
_____ Plumbing.
_____ Mechanical if applicable.
_____ Main exit door – 36" x 36" landing on exterior (required).

EXTERIOR DECK WHERE REQUIRED:

_____ Floor joist size, species and grade of wood.
_____ Floor joist spacing (16" or center, 24" on center etc:).
_____ Span of floor joist (clear distance between supports).
_____ Depth of post footing below finished grade.
_____ Guardrail height from floor or deck, and/or stairs.
_____ Spacing of balusters. (maximum 4").
_____ Stairs – Riser height and tread depth (riser 8 ¼" max tread 9" min.).
_____ Stairs – Handrail height (from nose of tread). (minimum 34", maximum 38")
_____ Handrail grip size – must have a circular cross section of 1 ¼" minimum to 2" maximum.
_____ Width of stairs (36" minimum)
_____ Guardrail (34" minimum measured vertically from nose of thread)

Type of Foundation (circle the type you are using)

1. Set on full basement

A. Heated yes _____(provide wall R-values)
no _____
B. Garage in basement
C. Stairs

2. Crawl space

A. Cross ventilation

3. Piers

A. Spacing
B. Diameter
C. Depth
D. Type of skirting

_____ 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
MANUFACTURED AND INDUSTRIALIZED HOUSING

- 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.
- The permit applicant is responsible for scheduling all inspections. If you're using a General Contractor, then she/he should take care of scheduling all the necessary inspections.
- **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 trenching or forming and prior to placing of concrete.
   Inspector, Clyde Volk **Phone, 1-800-662-6342**

2. Foundation inspection – french drain and water proofing if full foundation is installed.
   Inspector, Clyde Volk **Phone, 1-800-662-6342**

3. Anchoring of structure to foundation.
   Inspector, Clyde Volk **Phone, 1-800-662-6342**

4. Electrical inspection – installation of service from supplier to home.
   Inspector, Clyde Volk **Phone, 1-800-662-6342**

5. Plumbing connections.
   Inspector, Clyde Volk **Phone, 1-800-662-6342**

6. Final inspection – when job is completely finished, prior to occupancy permit and after all other required inspections have been done and approved. Inspections #3, #4, #5 and #6 may be done at the same time.
   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