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.

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

1. Footing – To be done after forming and prior to placing of concrete.
   Inspector, Clyde Volk **Phone, 1-800-662-6342**

2. Foundation inspectio – 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**

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.

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