

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.
- _____ 2 (two) complete sets of sealed drawings, including specification books from a 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).

_____ 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.

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, Scott Bahl Phone, 1-800-922-6342
2. Foundation inspection – French drain and waterproofing.
Inspector, Scott Bahl Phone, 1-800-922-6342
3. Plumbing under slab – Rough-in done prior to placing concrete.
Water test must be witnessed by inspector.
Inspector, Scott Bahl Phone, 1-800-922-6342
4. Electrical inspection – Rough-in to be done prior to insulating.
Inspector, Scott Bahl Phone, 1-800-922-6342
5. Plumbing inspection – Rough-in to be done prior to insulating.
Water test must be witnessed by inspector.
Inspector, Scott Bahl Phone, 1-800-922-6342
6. Mechanical inspection – Rough-in to be done prior to insulating.
Inspector, Scott Bahl Phone, 1-800-922-6342
7. Framing inspection – Done prior to insulating, but after heating, plumbing and wiring are roughed-in and approved.
Inspector, Scott Bahl Phone, 1-800-922-6342
8. Energy efficiency inspection – To be done after insulating but before drywall.
Inspector, Scott Bahl Phone, 1-800-922-6342
9. Wallboard inspection – To be done after fastening all wallboard is but before taping, mudding, etc.
Inspector, Scott Bahl Phone, 1-800-922-6342
10. Final inspection – When job is completely finished, prior to occupancy permit and after final plumbing and electrical inspection.
Inspector, Scott Bahl Phone, 1-800-922-6342

THIS FORM REQUIRES A NOTARY SEAL

AFFIDAVIT OF EXEMPTION

The undersigned affirms 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 letters 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