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.
_____ 3 (three) 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.
- **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 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 tapping, 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**

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.

3 (three) complete sets of sealed drawings including specification books from a registered design professional that show in detail code compliance for all of the work proposed to include but not limited to the following information:

☐ ARCHITECTURAL

☐ STRUCTURAL

☐ ELECTRICAL

☐ MECHANICAL

☐ PLUMBING

☐ FIRE AND PANIC REQUIREMENTS

☐ 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)

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

CUSTOMER ASSISTANCE GUIDE
BUILDING PERMIT APPLICATION SUBMITTAL REQUIREMENTS

EXISTING COMMERCIAL AND MULTI-FAMILY

Section (403.42.)

An owner or authorized agent who intends to construct, enlarge, alter, repair, move, demolish, or change the occupancy or use of a commercial building, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical, or plumbing system regulated by the Uniform Construction Code, shall apply to the building code official and obtain the required permits.

A permit applicant shall submit an application to the building code official, and attach construction documents, including sealed plans and specifications if changes are needed to the building to comply with the code for the new occupancy.

A licensed architect or licensed professional engineer shall prepare the construction documents under the architect's licensure law.

This may be submitted in letter form from the architect or engineer if the building complies with the code for the change of use or occupancy. Also submit a copy of the certificate of occupancy issued by the Department of Labor and Industry for the existing building if it is available.

Attached is a check list of required code information needed for review of plans.

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.

3 (three) complete sets of sealed drawings including specification books from a registered design professional that show in detail code compliance for all of the work proposed to include but not limited to the following information:

☐ ARCHITECTURAL

☐ STRUCTURAL

☐ ELECTRICAL

☐ MECHANICAL

☐ PLUMBING

☐ FIRE AND PANIC REQUIREMENTS

☐ 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)

BUILDING PERMIT APPLICATION SUBMITTAL REQUIREMENTS

DECKS

- 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 deck, 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 deck, the attached form must be completed and notarized.

_____ A site plan showing the proposed deck, the width and length of the deck, the distances in feet, to the front, sides, rear property lines, and the height of floor surface above grade at highest point.

_____ 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;

_____ 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).
_____ Attachment to existing structure (bolts or lags, with sizes and spacing).
_____ Depth of post footing below finished grade. (shall be below frost line).
_____ Guardrail height from floor of deck, (36" minimum)
_____ Guardrail on stairs (34" minimum measured vertically from nose of tread).
_____ Spacing of balusters. (maximum 4").
_____ Stairs – Riser height and tread depth. (Rise 8 ¼" maximum depth 9" minimum).
_____ Stairs – Handrail height (from nose of tread, minimum 34", maximum 38").
_____ Handrail grip size – if circular must have a cross section of 1 ¼" minimum to 2" maximum.
_____ Width of stairs (36" minimum)

_____ 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
DECKS

- 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 Inspection Agency.

- 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 – Holes must be dug for support posts below frost line. The inspection must be approved prior to placing of concrete.
   Inspector, Scott Bahl **Phone, 1-800-922-6342**

2. Framing Inspection – At the time of inspection all framing members must be visible. Such as floor joists, joist hangers, attachment to dwelling. (lag bolts etc.)
   Inspector, Scott Bahl **Phone, 1-800-922-6342**

3. Electrical if applicable.
   Inspector, Scott Bahl **Phone, 1-800-922-6342**

4. Final inspection – All railings, steps, handrails, guardrails, and decking shall be completed. Inspections #2, #3 and #4 may be conducted at the same time, if all portions of the framing and electrical installation are visible upon completion of the deck.
   Inspector, Scott Bahl **Phone, 1-800-922-6342**

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

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.

_____ 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 – Trenches or holes must be dug below frost line. The inspection must be approved prior to placing of concrete.
   Inspector, Scott Bahl **Phone, 1-800-922-6342**
2. Foundation Inspection – French drain, water proofing/damp proofing when required.
   Inspector, Scott Bahl **Phone, 1-800-922-6342**
3. Electrical if applicable.
   Inspector, Scott Bahl **Phone, 1-800-922-6342**
4. Plumbing if applicable.
   Inspector, Scott Bahl **Phone, 1-800-922-6342**
5. Mechanical if applicable.
   Inspector, Scott Bahl **Phone, 1-800-922-6342**
6. Framing Inspection – All framing members must be visible. This inspection is done prior to insulating, but after heating, plumbing, and wiring rough ins are approved, when any of these systems are installed.
   Inspector, Scott Bahl **Phone, 1-800-922-6342**
7. Final Inspection – When job is completely finished, prior to occupancy permit and after all other required inspections have been approved.
   Inspector, Scott Bahl **Phone, 1-800-922-6342**

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

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 _____ 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, Scott Bahl **Phone, 1-800-922-6342**

2. Foundation inspection – french drain and water proofing if full foundation is installed.
   Inspector, Scott Bahl **Phone, 1-800-922-6342**

3. Anchoring of structure to foundation.
   Inspector, Scott Bahl **Phone, 1-800-922-6342**

4. Electrical inspection – installation of service from supplier to home.
   Inspector, Scott Bahl **Phone, 1-800-922-6342**

5. Plumbing connections.
   Inspector, Scott Bahl **Phone, 1-800-922-6342**

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, Scott Bahl **Phone, 1-800-922-6342**

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

CUSTOMER ASSISTANCE GUIDE
BUILDING PERMIT APPLICATION SUBMITTAL REQUIREMENTS

RESIDENTIAL ADDITIONS

(Bedroom - Family Room – Kitchen – Attached Garage - 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 addition, 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 addition, the attached form must be completed and notarized.

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

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

_____ Floor plan showing size of all rooms.
_____ Footing detail including depth below frost line, thickness, width, and rebar.
_____ Type of foundation, showing type of masonry, waterproofing and anchorage of addition to foundation.
_____ Roof rafter size – species and grade of wood.
_____ 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 and bottom plates and headers.
_____ Location and size of all beams.
_____ Sizes of all doors.
_____ Window type – including sizes and the net clear opening dimensions of all sleeping room windows (emergency egress).
_____ Smoke alarms - number and placement.
_____ Insulation – U - Values for windows, R – Values for exterior walls, attic and foundation.
_____ Heating if applicable.
_____ Plumbing (if any).
_____ Electrical.
_____ Stairs (riser height maximum 8 ¼" tread depth minimum 9")
_____ Stairs – handrail (height from nose of thread min 34" max 38")
_____ Guardrail (34" minimum measured vertically from nose of thread)
_____ Width of stairs (36" minimum)

_____ 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
RESIDENTIAL ADDITIONS

- 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.
- **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, Scott Bahl **Phone, 1-800-922-6342**

2. Foundation inspection – French drain and water-proofing prior to backfilling.
   Inspector, Scott Bahl **Phone, 1-800-922-6342**

3. Electrical inspection – Rough-in to be done prior to insulating.
   Inspector, Scott Bahl **Phone, 1-800-922-6342**

4. Plumbing inspection – Rough-in to be done prior to insulating (if applicable).
   Inspector, Scott Bahl **Phone, 1-800-922-6342**

5. Mechanical Inspection – If applicable.
   Inspector, Scott Bahl **Phone, 1-800-922-6342**

6. Framing inspection – Done prior to insulating, but after heating, plumbing and wiring are roughed in and approved, and prior to any exterior finishes being applied.
   Inspector, Scott Bahl **Phone, 1-800-922-6342**

7. Energy conservation inspection – To be done after insulating but before drywall.
   Inspector, Scott Bahl **Phone, 1-800-922-6342**

8. Wall Board Inspection – to be done after fastening all wall board but before taping and mudding etc.
   Inspector, Scott Bahl **Phone, 1-800-922-6342**

9. 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 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

CUSTOMER ASSISTANCE GUIDE
BUILDING PERMIT APPLICATION SUBMITTAL REQUIREMENTS

SINGLE FAMILY DWELLING
(OTHER THAN MANUFACTURED OR INDUSTRIALIZED HOUSING)

- 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 dwelling, 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 dwelling, the attached form must be completed and notarized.

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

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

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

_____ Floor plan showing sizes of all rooms.
_____ Footing detail including depth below frost line, thickness, width, and rebar.
_____ Type of foundation, showing type of masonry, waterproofing and anchorage of home to foundation.
_____ Roof rafter size – species and grade of wood.
_____ 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 and bottom plates and headers.
_____ Location and size of all beams.
_____ Sizes of all doors.
_____ Window type – including sizes and the net clear opening dimensions of all sleeping room windows (emergency egress).
_____ Smoke alarms - number and placement.
_____ Insulation – U - Values for windows, R – Values for exterior walls, attic and foundation.
_____ Heating if applicable.
_____ Plumbing (if any).
_____ Electrical.
_____ Stairs (riser height maximum 8 ¼" tread depth minimum 9")
_____ Stairs – handrail (height from nose of thread min 34" max 38")
_____ Guardrail (34" minimum measured vertically from nose of thread)
_____ Width of stairs (36" minimum)

_____ 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 stamped "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
SINGLE FAMILY DWELLING

- 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 time of the inspection. These are the plans that were submitted with your application and were marked "Approved" by the building inspection agency.
- **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, Scott Bahl **Phone, 1-800-922-6342**

2. Foundation inspection – French drain and water-proofing prior to backfilling.
   Inspector, Scott Bahl **Phone, 1-800-922-6342**

3. Plumbing under slab (rough-in) done prior to placing concrete floor.
   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. Mechanical inspection – Rough-in to be done prior to insulating.
   Inspector, Scott Bahl **Phone, 1-800-922-6342**

6. Plumbing 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, and prior to any exterior finishes being applied.
   Inspector, Scott Bahl **Phone, 1-800-922-6342**

   NOTE: COMBINE INSPECTIONS 4, 5, 6 AND 7 IF POSSIBLE.

8. Energy conservation.
   Inspector, Scott Bahl **Phone, 1-800-922-6342**

9. Wallboard.
   Inspector, Scott Bahl **Phone, 1-800-922-6342**

10. Final inspection – When job is completely finished, prior to occupancy permit and after final plumbing, mechanical and electrical inspection.
    Inspector, Scott Bahl **Phone, 1-800-922-6342**

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

CUSTOMER ASSISTANCE GUIDE
BUILDING PERMIT APPLICATION SUBMITTAL REQUIREMENTS

SWIMMING POOLS (IN-GROUND OR ABOVE-GROUND),
SPAS AND HOT TUBS (CONTAINS WATER OVER 24 INCHES DEEP)

- 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 pool, 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 pool, the attached form must be completed and notarized.

_____ A site plan showing the proposed pool, hot tub or spa location including the distances in feet, to the front, sides and rear property lines.

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

_____ Safety barrier – show type for your specific pool installation, (fence, walls, etc.) including height. (Barrier requirements attached).
_____ If installing deck at pool – take submittal requirements for deck also.
_____ Electrical service (pump, filter, receptacles, etc.) show location and type of wiring method. (Electrical requirements attached).

_____ 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
SWIMMING POOLS, SPAS AND HOT TUBS

- 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.
- **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.

ALL POOLS:

1. Electrical Inspection – A. Bonding all metal parts (rebar if concrete, ladder, etc) associated with pool prior to placing concrete. B. Underground to be inspected prior to cover.
   Inspector, Scott Bahl **Phone, 1-800-922-6342**

2. If Installing Deck Around Or Next To Pool – Use inspection procedure for decks also.
   Inspector, Scott Bahl **Phone, 1-800-922-6342**

3. Safety Barrier Inspection – Done prior to filling pool with water.
   Inspector, Scott Bahl **Phone, 1-800-922-6342**

4. Final Electrical.
   Inspector, Scott Bahl **Phone, 1-800-922-6342**

APPENDIX G
SWIMMING POOLS, SPAS AND HOT TUBS

SECTION AG101
GENERAL

AG101.1 General. The provisions of this appendix shall control the design and construction of swimming pools, spas and hot tubs installed in or on the lot of a one- or two-family dwelling.

SECTION AG102
DEFINITIONS

AG102.1 General. For the purposes of these requirements, the terms used shall be defined as follows and as set forth in Chapter 2.

ABOVE-GROUND/ON-GROUND POOL. See "Swimming pool."

BARRIER. A fence, wall, building wall or combination thereof which completely surrounds the swimming pool and obstructs access to the swimming pool.

HOT TUB. See "Swimming pool."

IN-GROUND POOL. See "Swimming pool."

RESIDENTIAL. That which is situated on the premises of a detached one- or two-family dwelling or a one-family town house not more than three stories in height.

SPA, NONPORTABLE. See "Swimming pool."

SPA, PORTABLE. A nonpermanent structure intended for recreational bathing, in which all controls, water-heating and water-circulating equipment are an integral part of the product.

SWIMMING POOL. Any structure intended for swimming or recreational bathing that contains water over 24 inches (610 mm) deep. This includes in-ground, above-ground and on-ground swimming pools, hot tubs and spas.

SWIMMING POOL, INDOOR. A swimming pool which is totally contained within a structure and surrounded on all four sides by the walls of the enclosing structure.

SWIMMING POOL, OUTDOOR. Any swimming pool which is not an indoor pool.

SECTION AG103
SWIMMING POOLS

AG103.1 In-ground pools. In-ground pools shall be designed and constructed in conformance with ANSI/NSPI-5 as listed in Section AG1O8.

AG103.2 Above-ground and on-ground pools. Above-ground and on-ground pools shall be designed and constructed in conformance with ANSI/NSPI-4 as listed in Section AG1O8.

SECTION AG104
SPAS AND HOT TUBS

AG104.1 Permanently installed spas and hot tubs. Permanently installed spas and hot tubs shall be designed and constructed in conformance with ANSI/NSPI-3 as listed in Section AG1O8.

AG104.2 Portable spas and hot tubs. Portable spas and hot tubs shall be designed and constructed in conformance with ANSI/NSPI-6 as listed in Section AG1O8.

SECTION AG105
BARRIER REQUIREMENTS

AG105.1 Application. The provisions of this chapter shall control the design of barriers for residential swimming pools, spas and hot tubs. These design controls are intended to provide protection against potential drownings and near-drownings by restricting access to swimming pools, spas and hot tubs.

AG105.2 Outdoor swimming pool. An outdoor swimming pool, including an in-ground, above-ground or on-ground pool, hot tub or spa shall be surrounded by a barrier which shall comply with the following:

1. The top of the barrier shall be at least 48 inches (1219 mm) above grade measured on the side of the barrier which faces away from the swimming pool. The maximum vertical clearance between grade and the bottom of the barrier shall be 2 inches (51 mm) measured on the side of the barrier which faces away from the swimming pool. Where the top of the pool structure is above grade, such as an above-ground pool, the barrier may be at ground level, such as the pool structure, or mounted on top of the pool structure. Where the barrier is mounted on top of the pool structure, the maximum vertical clearance between the top of the pool structure and the bottom of the barrier shall be 4 inches (102 mm).
2. Openings in the barrier shall not allow passage of a 4-inch-diameter (102 mm) sphere.
3. Solid barriers which do not have openings, such as a masonry or stone wall, shall not contain indentations or protrusions except for normal construction tolerances and tooled masonry joints.
4. Where the barrier is composed of horizontal and vertical members and the distance between the tops of the horizontal members is less than 45 inches (1143 mm), the horizontal members shall be located on the swimming pool side of the fence. Spacing between vertical members shall not exceed 1 ¾ inches (44 mm) in width. Where there are decorative cutouts within vertical members, spacing within the cutouts shall not exceed $1^{3}/_{4}$ inches (44 mm) in width.

5. Where the barrier is composed of horizontal and vertical members and the distance between the tops of the horizontal members is 45 inches (1143 mm) or more, spacing between vertical members shall not exceed 4 inches (102 mm). Where there are decorative cutouts within vertical members, spacing within the cutouts shall not exceed 1 ¾ inches (44 mm) in width.
6. Maximum mesh size for chain link fences shall be a 2 ¼ inch (57 mm) square unless the fence has slats fastened at the top or the bottom which reduce the openings to not more than 1 ¾ inches (44 mm).
7. Where the barrier is composed of diagonal members, such as a lattice fence, the maximum opening formed by the diagonal members shall not be more than 1 ¾ inches (44 mm).
8. Access gates shall comply with the requirements of Section AG105.2, Items 1 through 7, and shall be equipped to accommodate a locking device. Pedestrian access gates shall open outward away from the pool and shall be self-closing and have a self-latching device. Gates other than pedestrian access gates shall have a self-latching device. Where the release mechanism of the self-latching device is located less than 54 inches (1372 mm) from the bottom of the gate, the release mechanism and openings shall comply with the following:
    8.1. The release mechanism shall be located on the pool side of the gate at least 3 inches (76 mm) below the top of the gate; and
    8.2. The gate and barrier shall have no opening larger than ½ inch (13 mm) within 18 inches (457 mm) of the release mechanism.
9. Where a wall of a dwelling serves as part of the barrier, one of the following conditions shall be met:
    9.1. The pool shall be equipped with a powered safety cover in compliance with ASTM F1346; or
    9.2. Doors with direct access to the pool through that wall shall be equipped with an alarm which produces an audible warning when the door and/or its screen, if present, are opened. The alarm shall be listed in accordance with UL 2017. The audible alarm shall activate within 7 seconds and sound continuously for a minimum of 30 seconds after the door and/or its screen, if present, are opened and be capable of being heard throughout the house during normal household activities. The alarm shall automatically reset under all conditions. The alarm system shall be equipped with a manual means, such as touch pad or switch, to temporarily deactivate the alarm for a single opening. Deactivation shall last for not more than 15 seconds. The deactivation switch(es) shall be located at least 54 inches (1372 mm) above the threshold of the door; or
    9.3. Other means of protection, such as self-closing doors with self-latching devices, which are approved by the governing body, shall be acceptable so long as the degree of protection afforded is not less than the protection afforded by Item 9.1 or 9.2 described above.
10. Where an above-ground pool structure is used as a barrier or where the barrier is mounted on top of the pool structure, and the means of access is a ladder or steps:
    10.1. The ladder or steps shall be capable of being secured, locked or removed to prevent access; or
    10.2. The ladder or steps shall be surrounded by a barrier which meets the requirements of Section AG105.2, Items 1 through 9. When the ladder or steps are secured, locked or removed, any opening created shall not allow the passage of a 4-inch-diameter (102 mm) sphere.

AG105.3 Indoor swimming pool. Walls surrounding an indoor swimming pool shall comply with Section AG105.2, Item 9.

AG105.4 Prohibited locations. Barriers shall be located to prohibit permanent structures, equipment or similar objects from being used to climb them.

AG105.5 Barrier exceptions. Spas or hot tubs with a safety cover which complies with ASTM F 1346, as listed in Section AG107, shall be exempt from the provisions of this appendix.

SECTION AG106
ENTRAPMENT PROTECTION FOR SWIMMING POOL AND SPA SUCTION OUTLETS

AG106.1 General. Suction outlets shall be designed to produce circulation throughout the pool or spa. Single-outlet systems, such as automatic vacuum cleaner systems, or multiple suction outlets, whether isolated by valves or otherwise, shall be protected against user entrapment,

AG106.2 Suction fittings. Pool and spa suction outlets shall have a cover that conforms to ANSI/ASME Al 12.19.8M, or an 18 inch x 23inch(457 mm by 584 mm)drain grate or larger, or an approved channel drain system.

Exception: Surface skimmers

AG106.3 Atmospheric vacuum relief system required. Pool and spa single- or multiple-outlet circulation systems shall be equipped with atmospheric vacuum relief should grate covers located therein become missing or broken. This vacuum relief system shall include at least one approved or engineered method of the type specified herein, as follows:

1. Safety vacuum release system conforming to ASME Al 12.19.17; or
2. An approved gravity drainage system.

AG106.4 Dual drain separation. Single or multiple pump circulation systems have a minimum of two suction outlets of the approved type. A minimum horizontal or vertical distance of 3 feet (914 mm) shall separate the outlets. These suction outlets shall be piped so that water is drawn through them simultaneously through a vacuum-relief-protected line to the pump or pumps.

AG106.5 Pool cleaner fittings. Where provided, vacuum or pressure cleaner fitting(s) shall be located in an accessible position(s) at least 6 inches (152 mm) and not more than 12 inches (305 mm) below the minimum operational water level or as an attachment to the skimmer(s).

SECTION AG107
ABBREVIATIONS

AG107.1 General.

ANSI—American National Standards Institute
11 West 42nd Street, New York, NY 10036
ASME—American Society of Mechanical Engineers
Three Park Avenue
New York, NY 10016-5990
ASTM—ASTM International
100 Barr Harbor Drive, West Conshohocken, PA 19428
NSPI—National Spa and Pool Institute
2111 Eisenhower Avenue, Alexandria, VA 22314
UL—Underwriters Laboratories, Inc.
333 Pfingsten Road
Northbrook, Illinois 60062-2096

SECTION AG108
STANDARDS

AG108.1 General.

ANSI/NSPI

ANSI/NSPI-3-99 Standard for Permanently Installed Residential Spas. AG104.1
ANSI/NSPI-4-99 Standard for Above-ground/On-ground Residential Swimming Pools AG103.2
ANSI/NSPI-5-99 Standard for Residential In-ground Swimming Pools AG103.1
ANSI/NSPI-6-99 Standard for Residential Portable Spas AG104.2
ANSI/NSPI-5-2003 Standard for Residential In-ground Swimming Pools. AG103.1
ANSI/ASME A112.19.8M-1987 (R1996) Suction Fittings for Use in Swimming Pools, Wading Pools, Spas, Hot Tubs and Whirlpool Bathing Appliances AG106.2

ASTM

ASTM F 1346-91 (2003) Performance Specification for Safety Covers and Labeling Requirements for All Covers for Swimming Pools, Spas and Hot Tubs AG105.2, AG105.5

ASME

ASME A112.19.17 Manufacturers Safety Vacuum Release Systems (SVRS) for Residential and Commercial Swimming Pool, Spa, Hot Tub and Wading Pool. AG106.3

UL

UL2017-2000 Standard for General-purpose Signaling Devices & Systems-with Revisions Through June 2004. . . . . AG105.2

INSERT

SWIMMING POOL DIAGRAM HERE

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

CUSTOMER ASSISTANCE GUIDE
PERMIT APPLICATION SUBMITTAL REQUIREMENTS

SIGNS

- 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.

_____ 3 (three) complete sets of sealed drawings that show the design and construction including all material, loads and stresses.
_____ Drawings must be in compliance with appendix H of the 2006 IBC (attached).
_____ Site plan showing placement of sign on lot and or building.
_____ Support structure or attachment of sign.
_____ Type of lighting.
_____ Electrical wiring method, size, type and location including disconnects required. (Reference NEC Article 600)
_____ Height of sign from grade.
_____ Workers compensation insurance certificate or an affidavit of exemption.

_____ Completed 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 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
SIGNS

- 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.
- **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.

Free standing signs:

1. Footing inspection – hole must be dug for support posts. The inspection must be approved prior to placing of concrete.

   Inspector, Scott Bahl **Phone, 1-800-922-6342**

2. Electrical inspection if applicable
   - Trench inspection prior to backfill (if applicable)
   - Final inspection

   Inspector, Scott Bahl **Phone, 1-800-922-6342**

3. Final inspection – when job is completely finished, prior to occupancy permit and after all other required inspections have been done and approved.

   Inspector, Scott Bahl **Phone, 1-800-922-6342**

Wall mounted signs:

1. Attachment inspection

   Inspector, Scott Bahl **Phone, 1-800-922-6342**

2. Electrical inspection

   Inspector, Scott Bahl **Phone, 1-800-922-6342**

3. Final inspection – when job is completely finished, prior to occupancy permit and after all other required inspections have been done and approved.

   Inspector, Scott Bahl **Phone, 1-800-922-6342**

APPENDIX H

SIGNS

SECTION H101
GENERAL

H101.1 General. A sign shall not be erected in a manner that would confuse or obstruct the view of or interfere with exit signs required by Chapter 10 or with official traffic signs, signals or devices. Signs and sign support structures, together with their supports, braces, guys and anchors, shall be kept in repair and in proper state of preservation. The display surfaces of signs shall be kept neatly painted or posted at all times.

H101.2 Signs exempt from permits. The following signs are exempt from the requirements to obtain a permit before erection:

1. Painted nonilluminated signs.

2. Temporary signs announcing the sale or rent of property.

3. Signs erected by transportation authorities.

4. Projecting signs not exceeding 2.5 square feet (0.23 m^2).

5. The changing of moveable parts of an approved sign that is designed for such changes, or the repainting or repositioning of display matter shall not be deemed an alteration.

SECTION H102
DEFINITIONS

H102.1 General. Unless otherwise expressly stated, the following words and terms shall, for the purposes of this appendix, have the meanings shown herein. Refer to Chapter 2 of the *International Building Code* for general definitions.

COMBINATION SIGN. A sign incorporating any combination of the features of pole, projecting and roof signs.

DISPLAY SIGN. The area made available by the sign structure for the purpose of displaying the advertising message.

ELECTRIC SIGN. A sign containing electrical wiring, but not including signs illuminated by an exterior light source.

GROUND SIGN. A billboard or similar type of sign which is supported by one or more uprights, poles or braces in or upon the ground other than a combination sign or pole sign, as defined by this code.

POLE SIGN. A sign wholly supported by a sign structure in the ground.

PORTABLE DISPLAY SURFACE. A display surface temporarily fixed to a standardized advertising structure which is regularly moved from structure to structure at periodic intervals.

PROJECTING SIGN. A sign other than a wall sign, which projects from and is supported by a wall of a building or structure.

ROOF SIGN. A sign erected upon or above a roof or parapet of a building or structure.

SIGN. Any letter, figure, character, mark, plane, point, marquee sign, design, poster, pictorial, picture, stroke, stripe, line, trademark, reading matter or illuminated service, which shall be constructed, placed, attached, painted, erected, fastened or manufactured in any manner whatsoever, so that the same shall be used for the attraction of the public to any place, subject, person, firm, corporation, public performance, article, machine or merchandise, whatsoever, which is displayed in any manner outdoors. Every sign shall be classified and conform to the requirements of that classification as set forth in this chapter.

SIGN STRUCTURE. Any structure which supports or is capable of supporting a sign as defined in this code. A sign structure is permitted to be a single pole and is not required to be an integral part of the building.

WALL SIGN. Any sign attached to or erected against the wall of a building or structure, with the exposed face of the sign in a plane parallel to the plane of said wall.

SECTION H103
LOCATION

H103.1 Location restrictions. Signs shall not be erected, constructed or maintained so as to obstruct any fire escape or any window or door or opening used as a means of egress or so as to prevent free passage from one part of a roof to any other part thereof. A sign shall not be attached in any form, shape or manner to a fire escape, nor be placed in such manner as to interfere with any opening required for ventilation.

SECTION H104
IDENTIFICATION

H104.1 Identification. Every outdoor advertising display sign hereafter erected, constructed or maintained, for which a permit is required shall be plainly marked with the name of the person, firm or corporation erecting and maintaining such sign and shall have affixed on the front thereof the permit number issued for said sign or other method of identification approved by the building official.

SECTION H105 DESIGN AND CONSTRUCTION

H105.1 General requirements. Signs shall be designed and constructed to comply with the provisions of this code for use of materials, loads and stresses,

H105.2 Permits, drawings and specifications. Where a permit is required, as provided in Chapter 1, construction documents shall be required. These documents shall show the dimensions, material and required details of construction, including loads, stresses and anchors.

H105.3 Wind load. Signs shall be designed and constructed to withstand wind pressure as provided for in Chapter 16.

H105.4 Seismic load. Signs designed to withstand wind pressures shall be considered capable of withstanding earthquake loads, except as provided for in Chapter 16.

H105.5 Working stresses. In outdoor advertising display signs, the allowable working stresses shall conform to the requirements of Chapter 16. The working stresses of wire rope and its fastenings shall not exceed 25 percent of the ultimate strength of the rope or fasteners.

Exceptions:

1. The allowable working stresses for steel and wood shall be in accordance with the provisions of Chapters 22 and 23.
2. The working strength of chains, cables, guys or steel rods shall not exceed one-fifth of the ultimate strength of such chains, cables, guys or steel.

H105.6 Attachment. Signs attached to masonry, concrete or steel shall be safely and securely fastened by means of metal anchors, bolts or approved expansion screws of sufficient size and anchorage to safely support the loads applied.

SECTION H106 ELECTRICAL

H106.1 Illumination. A sign shall not be illuminated by other than electrical means, and electrical devices and wiring shall be installed in accordance with the requirements of the ICC *Electrical Code*. Any open spark or flame shall not be used for display purposes unless specifically approved.

H106.1.1 Internally illuminated signs. Except as provided for in Sections 402.14 and 2611, where internally illuminated signs have facings of wood or approved plastic, the area of such facing section shall not be more than 120 square feet (11.16m^2) and the wiring for electric lighting shall be entirely enclosed in the sign cabinet with a clearance of not less than 2 inches (51 mm) from the facing material. The dimensional limitation of 120 square feet (11.16 m^2) shall not apply to sign facing sections made from flame-resistant-coated fabric (ordinarily known as "flexible sign face plastic") that weighs less than 20 ounces per square yard (678 g/m^2) and that, when tested in accordance with NFPA 701, meets the fire propagation performance requirements of both Test 1 and Test 2 or that when tested in accordance with an approved test method, exhibits an average burn time of 2 seconds or less and a burning extent of 5.9 inches (150 mm) or less for 10 specimens.

H106.2 Electrical service. Signs that require electrical service shall comply with the ICC *Electrical Code*.

SECTION H107 COMBUSTIBLE MATERIALS

H107.1 Use of combustibles. Wood, approved plastic or plastic veneer panels as provided for in Chapter 26, or other materials of combustible characteristics similar to wood, used for moldings, capping, nailing blocks, letters and latticing, shall comply with Section H109.1, and shall not be used for other ornamental features of signs, unless approved.

H107.1.1 Plastic materials. Notwithstanding any other provisions of this code, plastic materials which burn at a rate no faster than 2.5 inches per minute (64 mm/s) when tested in accordance with ASTM D 635 shall be deemed approved plastics and can be used as the display surface material and for the letters, decorations and facings on signs and outdoor display structures.

H107.1.2 Electric sign faces. Individual plastic facings of electric signs shall not exceed 200 square feet (18.6 m^2) in area.

H107.1.3 Area limitation. If the area of a display surface exceeds 200 square feet (18.6 m^2), the area occupied or covered by approved plastics shall be limited to 200 square feet (18.6 m^2) plus 50 percent of the difference between 200 square feet (18.6 m^2) and the area of display surface. The area of plastic on a display surface shall not in any case exceed 1,100 square feet (102 m^2).

H107.1.4 Plastic appurtenances. Letters and decorations mounted on an approved plastic facing or display surface can be made of approved plastics.

SECTION H108 ANIMATED DEVICES

H108.1 Fail-safe device. Signs that contain moving sections or ornaments shall have fail-safe provisions to prevent the section or ornament from releasing and falling or shifting its center of gravity more than 15 inches (381 mm). The fail-safe device shall be in addition to the mechanism and the mechanism's housing which operate the movable section or ornament. The fail-safe device shall be capable of supporting the full dead weight of the section or ornament when the moving mechanism releases.

SECTION H109 GROUND SIGNS

H109.1 Height restrictions. The structural frame of ground signs shall not be erected of combustible materials to a height of more than 35 feet (10668 mm) above the ground. Ground signs constructed entirely of noncombustible material shall not be erected to a height of greater than 100 feet (30 480 mm) above the ground. Greater heights are permitted where

approved and located so as not to create a hazard or danger to the public.

H109.2 Required clearance. The bottom coping of every ground sign shall be not less than 3 feet (914 mm) above the ground or street level, which space can be filled with platform decorative trim or light wooden construction.

H109.3 Wood anchors and supports. Where wood anchors or supports are embedded in the soil, the wood shall be pressure treated with an approved preservative.

SECTION H110
ROOF SIGNS

H110.1 General. Roof signs shall be constructed entirely of metal or other approved noncombustible material except as provided for in Sections H106.1.1 and H107.1. Provisions shall be made for electric grounding of metallic parts. Where combustible materials are permitted in letters or other ornamental features, wiring and tubing shall be kept-free and insulated there from. Roof signs shall be so constructed as to leave a clear space of not less than 6 feet (1829 mm) between the roof level and the lowest part of the sign and shall have at least 5 feet (1524 mm) clearance between the vertical supports thereof. No portion of any roof sign structure shall project beyond an exterior wall.

Exception: Signs on fiat roofs with every part of the roof accessible.

H110.2 Bearing plates. The bearing plates of roof signs shall distribute the load directly to or upon masonry walls, steel roof girders, columns or beams. The building shall be designed to avoid overstress of these members.

H110.3 Height of solid signs. A roof sign having a solid surface shall not exceed, at any point, a height of 24 feet (7315 mm) measured from the roof surface.

H110.4 Height of open signs. Open roof signs in which the uniform open area is not less than 40 percent of total gross area shall not exceed a height of 75 feet (22 860 mm) on buildings of Type 1 or Type 2 construction. On buildings of other construction types, the height shall not exceed 40 feet (12 192 mm). Such signs shall be thoroughly secured to the building upon which they are installed, erected or constructed by iron, metal anchors, bolts, supports, chains, stranded cables, steel rods or braces and they shall be maintained in good condition.

H110.5 Height of closed signs. A closed roof sign shall not be erected to a height greater than 50 feet (15 240 mm) above the roof of buildings of Type 1 or Type 2 construction, nor more than 35 feet (10 668 mm) above the roof of buildings of Type 3, 4 or 5 construction.

SECTION H111
WALL SIGNS

Hlll.l Materials. Wall signs which have an area exceeding 40 square feet (3.72 m^2) shall be constructed of metal or other approved noncombustible material, except for nailing rails and as provided for in Sections H106.1.1 and H107.1.

H111.2 Exterior wall mounting details. Wall signs attached to exterior walls of solid masonry, concrete or stone shall be safely and securely attached by means of metal anchors, bolts or expansion screws of not less than 3/8 inch (9.5 mm) diameter and shall be embedded at least 5 inches (127 mm). Wood blocks shall not be used for anchorage, except in the case of wall signs attached to buildings with walls of wood. A wall sign shall not be supported by anchorages secured to an unbraced parapet wall.

H111.3 Extension, Wall signs shall not extend above the top of the wall, nor beyond the ends of the wall to which the signs are attached unless such signs conform to the requirements for roof signs, projecting signs or ground signs.

SECTION H112
PROJECTING SIGNS

H112.1 General. Projecting signs shall be constructed entirely of metal or other noncombustible material and securely attached to a building or structure by metal supports such as bolts, anchors, supports, chains, guys or steel rods. Staples or nails shall not be used to secure any projecting sign to any building or structure. The dead load of projecting signs not parallel to the building or structure and the load due to wind pressure shall be supported with chains, guys or steel rods having net cross-sectional dimension of not less than $^3/_8$ inch (9.5 mm) diameter. Such supports shall be erected or maintained at an angle of at least 45 percent (0.78 rad) with the horizontal to resist the dead load and at angle of 45 percent (0.78 rad) or more with the face of the sign to resist the specified wind pressure. If such projecting sign exceeds 30 square feet (2.8 m^2) in one facial area, there shall be provided at least two such supports on each side not more than 8 feet (2438 mm) apart to resist the wind pressure.

H112.2 Attachment of supports. Supports shall be secured to a bolt or expansion screw that will develop the strength of the supporting chains, guys or steel rods, with a minimum $^5/_8$ inch (15.9 mm) bolt or lag screw, by an expansion shield. Turn buckles shall be placed in chains, guys of steel rods supporting projecting signs.

H112.3 Wall mounting details. Chains, cables, guys or steel rods used to support the live or dead load of projecting signs are permitted to be fastened to solid masonry walls with expansion bolts or by machine screws in iron supports, but such supports shall not be attached to an unbraced parapet wall. Where the supports rnust be fastened to walls made of wood, the supporting anchor bolts must go through the wall and be plated or fastened on the inside in a secure manner.

H112.4 Height limitation. A projecting sign shall not be erected on the wall of any building so as to project above the roof or cornice wall or above the roof level where there is no cornice wall; except that a sign erected at a right angle to the building, the horizontal width of which sign is perpendicular to such a wall and does not exceed 18 inches (457 mm), is permitted to be erected to a height not exceeding 2 feet (610 mm) above the roof or cornice wall or above the roof level where there is no cornice wall. A sign attached to a corner of a building and parallel to the vertical

line of such corner shall be deemed to be erected at a right angle to the building wall.

H112.5 Additional loads. Projecting sign structures which will be used to support an individual on a ladder or other servicing device, whether or not specifically designed for the servicing device, shall be capable of supporting the anticipated additional load, but not less than a 100-pound (445 N) concentrated horizontal load and a 300-pound (1334 N) concentrated vertical load applied at the point of assumed or most eccentric loading. The building component to which the projecting sign is attached shall also be designed to support the additional loads.

SECTION H113
MARQUEE SIGNS

H113.1 Materials. Marquee signs shall be constructed entirely of metal or other approved noncombustible material except as provided for in Sections H106.1.1 and H107.1.

H113.2 Attachment. Marquee signs shall be attached to approved marquees that are constructed in accordance with Section 3106.

H113.3 Dimensions. Marquee signs, whether on the front or side, shall not project beyond the perimeter of the marquee.

H113.4 Height limitation. Marquee signs shall not extend more than 6 feet (1829 mm) above, nor 1 foot (305 mm) below such marquee, but under no circumstances shall the sign or signs have a vertical dimension greater than 8 feet (2438 mm).

SECTION H114
PORTABLE SIGNS

H114.1 General. Portable signs shall conform to requirements for ground, roof, projecting, flat and temporary signs where such signs are used in a similar capacity. The requirements of this section shall not be construed to require portable signs to have connections to surfaces, tie-downs or foundations where provisions are made by temporary means or configuration of the structure to provide stability for the expected duration of the installation.

TABLE 4-A SIZE, THICKNESS & TYPE OF GLASS PANELS IN SIGNS

MAXIMUM SIZE OF EXPOSED PANEL		MINIMUM THICKNESS OF GLASS (inches)	TYPE OF GLASS
Any dimension (inches)	Area (square inches)		
30	500	1/8	Plain, plate or wired
45	700	3/16	Plain, plate or wired
144	3,600	1/4	Plain, plate or wired
>144	> 3,600	1/4	Wired glass

For SI: 1 inch=25.4 mm, 1 square inch = 645.16 mm^2.

TABLE 4-B THICKNESS OF PROJECTION SIGN

Projection (feet)	Maximum Thickness (feet)
5	2
4	2.5
3	3
2	3.5
1	*4*

For SI: 1 foot=304.8 mm.

SECTION H115
REFERENCED STANDARDS

ASTM D 635-03	Test Method for Rate of Burning and/or Extent and Time of Burning of Self-Supporting Plastics in a Horizontal Position	H107.1.1
ICC EC-06	ICC Electrical Code	H106.1, H106.2
NFPA 701-99	Methods of Fire Test for Flame Propagation of Textiles and Films	H106.1.1

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