

**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.

_____ Complete Construction plans must be stamped and signed by a Pennsylvania Registered Design Professional (Architect or Engineer). Plans **MUST** be PDF Format, unsecured, unencrypted, and no digital signatures attached to file. **ALL PLANS MUST INCLUDE** Construction Type and Use Group as determined by the design professional.

_____ Plans **AND** Application must be submitted electronically by going to our website, www.mdia.us, and click on Offices, and then the "Submit Plans" icon next to Wexford Office address. Once the plans are approved, they will be returned to the design professional and/or applicant, 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 MDIA stamped and approved plans be on the jobsite and made available to the field inspector during the entire course of construction.

_____ 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.

PLEASE GIVE THREE (3) WORKING DAYS ADVANCE NOTICE FOOTING INSPECTION WILL BE GIVEN PRIORITY

MIDDLE DEPARTMENT INSPECTION AGENCY, INC.

1. Footing – To be done after forming and prior to placing of concrete.
Inspector: Patrick Duffy Phone: 1-800-922-6342
2. Foundation inspection – French drain and water-proofing prior to backfilling.
Inspector: Patrick Duffy Phone: 1-800-922-6342
3. Plumbing under slab (rough-in) done prior to placing concrete floor.
Inspector: Patrick Duffy Phone: 1-800-922-6342
4. Electrical – Rough in to be done prior to insulating.
Inspector: John Balsler Phone: 412-292-9073
5. Framing inspection – Done prior to insulating, but after heating, plumbing and wiring are roughed in, and prior to any exterior finishes being applied.
Inspector: Patrick Duffy Phone: 1-800-922-6342
6. Energy conservation.
Inspector: Patrick Duffy Phone: 1-800-922-6342
7. Wallboard- Only needed if there is an integral or attached garage.
Inspector: Patrick Duffy Phone: 1-800-922-6342
8. Final Electrical – When job is completely finished.
Inspector: John Balsler Phone: 412-292-9073
9. Final inspection – When job is completely finished, prior to occupancy permit and after plumbing, mechanical and electrical.
Inspector: Patrick Duffy Phone: 1-800-922-6342

BEFORE DIGGING CALL 811 – SEE ATTACHED BROCHURE

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.

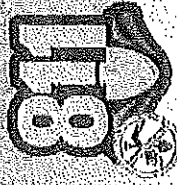
- COMPLETED BUILDING PERMIT APPLICATION
- ARCHITECTURAL
- STRUCTURAL
- ELECTRICAL
- MECHANICAL
- PLUMBING
- ACCESSIBILITY (Details and elevations of restrooms, checkout counters, etc. and routes with elevations for all accessibility)
- ENERGY CALCULATIONS WITH HVAC & LIGHTING (COM CHECK OR IECC)
- ALL 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.

Safe digging is
no accident!

Know what's
below.

Dial 8-1-1
before you dig.



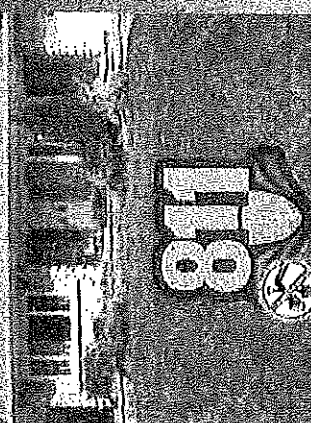
TEMPORARY MARKING GUIDELINES

Color	Proposed Excavation
WHITE	Temporary Survey Markings
PINK	Boundary Lines, Easements, Utility Lines, Cables
RED	Gas, Oil, Steam, Refrigerant or Chemical Lines, Poles or Structures
YELLOW	Communication Lines or Signal Lines
ORANGE	Public Utility
BLUE	Subsidence or Water Infiltration
PURPLE	Survey and Stake Lines
GREEN	Survey and Stake Lines

The following information is required when you call PA One Call System.

YOUR TELEPHONE NUMBER
YOUR MAILING ADDRESS
COUNTY - The name of the county where the work will take place.
LOCALITY - City, Township or Borough where the work will take place.
THE ADDRESS WHERE THE WORK WILL TAKE PLACE
THE NEAREST INTERSECTING STREET TO THE WORK SITE
THE NAME OF A SECOND INTERSECTION NEAR THE WORK SITE
IS THE PROPOSED EXCAVATION AREA (WORK SITE) MARKED IN WHITE - Yes or No
LOCATION FOR THE SITE - Copying information to the site.
THE TYPE OF WORK BEING DONE
WHETHER THE WORK WILL TAKE PLACE IN: Street, Sidewalk, Park or Public Property
THE APPROXIMATE DEPTH YOU ARE DIGGING
THE EXTENT OF THE EXCAVATION - The approximate size of the opening, the length and width of adjacent areas of the excavation.
THE METHOD OF EXCAVATION - How the work will be done.
WHO IS THE WORK BEING DONE FOR
PERSON TO CONTACT IF THE UTILITIES HAVE QUESTIONS
THE CONTACT PERSON'S PHONE NUMBER - The phone number with area code for daytime contact.
THE BEST TIME TO CALL - EMAIL ADDRESS - The email address for the utility.
THE SCHEDULED EXCAVATION DATE AND START TIME - not less than 2 business days or more than 40 business days.
DURATION OF A JOB - How long will the job take.
ANY ADDITIONAL REBARKS YOU MAY HAVE
 You will be given a 10 digit serial number as confirmation of your call. This number will be used for the duration of the work on the marking of your scheduled excavation date with fax or email.

Know what's below.
Dial 8-1-1 before you dig.



www.pa811.org

What do we do?

Wear the "Call before you dig" Company for all of Pennsylvania. If you plan to disturb the earth with powered equipment, you are required by Pennsylvania law to notify the underground utility companies of your intent to dig. Notification occurs by calling 844-641-8800-2424 776-24 hours or the day, every day for the year. Notification can also be done on our web site at www.pennonecall.org

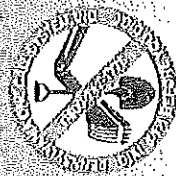
We will then notify the utility companies nearby of your intent to dig. The utility companies are responsible to mark, within their respective territories, which their underground lines are located. Utility colors are as follows: **Blue** - Gas, **Red** - Electric, **Yellow** - Sewer, **Green** - Water, **Purple** - Telecommunications, **Orange** - Oil, **Black** - Unknown.

Please Note:
Excavators, including utility companies, are responsible for marking utility lines. Homeowners are responsible for calling 844-641-8800-2424 776-24 hours or the day, every day for the year. Notification can also be done on our web site at www.pennonecall.org

Why should you call?

Safe digging is so essential if you are installing a fence or deck, or digging for a mailbox post, patio or other excavation projects, it is important to know what's below. Dial 844-641-8800-2424 776-24 hours before you dig. The utility companies do not want an accident either. The best way to learn where underground utility lines are located is to call before you dig.

For more information
Visit www.pennonecall.org



Homeowner Quick Tips

- One easy phone call to 844-641-8800 for business days before digging begins helps keep your neighborhood safe.
- Call on Monday or Tuesday if you plan to dig on Saturday or Sunday.
- The utility companies will mark where their underground lines are located with colored paint, flags or chalk.
- Do not remove the flags if you see them in your yard.
- Our service line color is brown/white.
- Digging pits someone has made your neighbor's safety is your responsibility. Call the number before allowing them to dig for you.

The Excavator's Responsibility

- Dial 844-641-8800-2424 776-24 hours before you dig.
- Do not allow anyone to excavate on your property without calling.
- Always look for the markings on the ground before your dig date.
- If you do not see the flags, do not allow anyone to dig. Wait for the lines to be marked by the utility.
- Whoever places the call will receive an email or fax with the list of facility owners who have marked or have red marked or yellow marked lines.
- Respect the markings by not turning flags or disturbing the marked markings.
- Excavate above and below the marked lines, establishing the utility lines, and complete the excavation before the ground is disturbed.
- Notify the utility companies if you see a problem.

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