

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.

_____ Two (2) 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 and carbon monoxide alarms - number and placement.
- _____ Insulation – U - Values for windows, R – Values for exterior walls, attic and foundation.
- _____ Heating if applicable – including calculations.
- _____ 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)
- _____ Location and size of basement emergency escape opening if addition has basement area.
- _____ Wall bracing detail (material, length and fastening).

_____ 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.

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

MIDDLE DEPARTMENT INSPECTION AGENCY, INC.

1. Footing inspection – 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: Phillip McCartney **Phone: 1-800-608-6342**
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: Phillip McCartney **Phone: 1-800-608-6342**
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

Safe digging is
no accident!

Know what's
below.

Dial 8-1-1
before you dig.



TEMPORARY MARKING GUIDELINES

WHITE	Proposed Excavation
PINK	Temporary Survey Markings
RED	Electric Power Lines, Cables, Conduits and Lighting Cables
YELLOW	Gas, Oil, Steam, Petroleum or Flammable Liquids
ORANGE	Communication, Alarm or Signal Lines, Cables or Conduits and Traffic Lights
BLUE	Potable Water
PURPLE	Reclaimed Water, Irrigation and Storm Lines
GREEN	Sewers and Drain Lines

The following information is needed 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.
- MUNICIPALITY** - 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
- OTHER INFORMATION THAT WOULD HELP THE LOCATOR FIND THE SITE** - Clarifying information to specify the exact location of the dig
- THE TYPE OF WORK BEING DONE**
- WHETHER THE WORK WILL TAKE PLACE IN: Street, Sidewalk, Public or Private Property**
- THE APPROXIMATE DEPTH YOU ARE DIGGING**
- THE EXTENT OF THE EXCAVATION** - The approximate size of the opening; the length and width or diameter
- THE METHOD OF EXCAVATION** - How will the earth be moved
- 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**
- FAX NUMBER AND/OR EMAIL ADDRESS** - The responses from the facility owners will be sent to you
- SCHEDULED EXCAVATION DATE AND START TIME** - not less than 2 business days or more than 10 business days.
- DURATION OF A JOB** - How long will the job take
- ANY ADDITIONAL REMARKS YOU MAY HAVE**

You will be given a 10 digit serial number as confirmation of your call and our system will send you the responses from the utilities on the morning of your scheduled excavation date via fax or email.

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



www.pa811.org

What do we do?

We are 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 do so. Notification occurs by calling 8-1-1 or 1-800-242-1776, 24 hours of the day, every day of the year. Notification can also be done on our website at www.paonecall.org.

We will then notify the utility companies nearby of your intent to dig. The utility companies are responsible to mark where their underground lines are located with colored flags, paint or chalk.

Please Note:

- PA One Call does not mark utility lines.
- In some cases, the utility company may not mark line service lines you own.
- If you need your sewer drain cleared, be sure to check www.paonecall.org/crosscode of Call Before You Dig!
- In addition, go to www.paonecall.org for more information.

Homeowner Quick Tips

- One easy phone call to 8-1-1 three to ten 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 is no cost to homeowners.
- Did you hire someone to install your fence, deck or new patio? Ask to see the PA One Call serial number before allowing them to dig on your property.

The Excavator's Responsibility

- Dial 8-1-1 or 1-800-242-1776.
- 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 markings, 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 a list of facility owners who have marked or have not marked. Pay attention to this message.
- Respect the markings by not removing flags or disturbing the actual markings.
- Exercise care around the marked lines by hand digging.
- When the project is complete, the excavator should remove the flags or marks from the ground or pavement.

Report mistakes by dialing 8-1-1
Report emergencies by
dialing 911.



For more information,
visit www.pa811.org

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