

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. (Building Permit will not be issued until Sanitary Tap Fee is Paid.)

____ 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.

____ 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:

- ____ 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 size - species and grade of wood.
- ____ 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.

____ 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.

AFFIDAVIT OF EXEMPTION

The undersigned affirms that he/she is not required to provide workers compensation insurance under the provisions of Pennsylvania's Workers Compensation Law for one of the following reasons, as indicated:

____Property owner performing own work. If property owner does hire contractor to perform any work pursuant to building permit, contractor must provide proof of workers' compensation insurance to the municipality. Homeowner assumes liability for contractor compliance with this requirement.

____Contractor has no employees. Contractor prohibited by law from employing any individual to perform work pursuant to this building permit unless contractor provides proof of insurance to the municipality.

____Religious exemption under the workers' Compensation Law. All employees of contractor are exempt from workers' compensation insurance (attach copies of religious exemption letters for all employees).

Signature of Applicant

County of _____
Municipality of _____

Subscribed, sworn to and
acknowledged before me
by the above _____
this _____day of _____
20_____.

SEAL

Notary Public