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 <u>show in detail</u> code compliance for all of the work proposed to include <u>but not limited to</u> the following information:
Footing detail including depth below frost line, thickness, width, and rebarType of foundation, showing type of masonry, waterproofing and anchorage of home to foundation.
Roof size - species and grade of woodThickness and type of roof sheathing.
Ceiling joist size and spacingFloor 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 placementInsulation - U - Values for windows, R - Values for exterior walls, attic and foundationHeating 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.

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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 !!!!!

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, John Balser

Phone, 1-800-662-6342

2. Foundation inspection - French drain and water-proofing prior to backfilling.

Inspector, John Balser

Phone, 1-800-662-6342

3. Plumbing under slab (rough-in) done prior to placing concrete floor.

Inspector, John Balser

Phone, 1-800-662-6342

4. Electrical inspection - Rough-in to be done prior to insulating.

Inspector, John Balser

Phone, 1-800-662-6342

5. Mechanical inspection - Rough-in to be done prior to insulating.

Inspector, John Balser

Phone, 1-800-662-6342

6. Plumbing inspection - Rough-in to be done prior to insulating.

Inspector, John Balser

Phone, 1-800-662-6342

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, John Balser

Phone, 1-800-662-6342

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

8. Energy conservation.

Inspector, John Balser

Phone, 1-800-662-6342

9. Wallboard

Inspector, John Balser

Phone, 1-800-662-6342

10. Final inspection - When job is completely finished, prior to occupancy permit and after final plumbing, mechanical and electrical inspection.

Inspector, John Balser

Phone, 1-800-662-634

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THIS FORM REQUIRES A NOTARY SEAL

AFFIDAVIT OF EXEMPTION

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

perform any work pur	performing own work. If property owner does hire contractor to suant to building permit, contractor must provide proof of workers' ce to the municipality. Homeowner assumes liability for contractor requirement.
	no employees. Contractor prohibited by law from employing any work pursuant to this building permit unless contractor provides he municipality.
-	ption under the workers' Compensation Law. All employees of from workers' compensation insurance (attach copies of religious all employees).
Signature of Applican	t t
County of	
Municipality of	
	Subscribed, sworn to and acknowledged before me by the above thisday of 20
SEAL	20
	Notary Public