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 Balser **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 Balser **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.

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

Safe digging is no accident!

Know what's below.

Dial 8-1-1 before you dig.

811

TEMPORARY MARKING GUIDELINES

	WHITE	Proposed Excavation
	PINK	Temporary Survey Markings
	RED	Electric Power Lines, Cables, Conduit and Lighting Cables
	YELLOW	Gas, Oil, Steam, Petroleum or Gaseous Materials, Hazardous Materials
	ORANGE	Communication, Alarm or Signal Lines, Cables or Conduit and Traffic Loops
	BLUE	Potable Water
	PURPLE	Reclaimed Water, Irrigation and Slurry 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 3 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



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 the service lines you own.
- If you need your sewer drain cleaned be sure to check www.paonecall.org/excavators (or Call Before You Dig! information or call 8-1-1 for more information).

Why should you call?

Safe digging is no accident! If you are installing a fence or deck, or digging for a mailbox post, patio or other excavation project, it is important to Know What's Below. Dial 8-1-1 or 1-800-242-1776 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.pa811.org



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 mishaps by dialing 8-1-1. Report emergencies by dialing 9-1-1.

ZONING/UCC PERMIT APPLICATION
CHIPPEWA TOWNSHIP, BEAVER COUNTY, PENNYSLVANIA

APPLICATION NO. _____ DATE RECEIVED _____

1. APPLICANT _____

2. APPLICANT IS OWNER: ☐ CONTRACTOR OR AGENT ☐ OTHER _____

3. NAME/ADDRESS OF OWNER: NAME/ADDRESS OF CONTRACTOR OR OTHER:

_____ _____
_____ _____
_____ _____

4. EMAIL OF OWNER: EMAIL OF CONTRACTOR:

_____ _____

5. TELEPHONE NO. _____ _____

6. LOCATION/STREET ADDRESS _____ TAX PARCEL NO. _____

7. SUBDIVISION NAME _____ LOT NO. _____

8. ZONING:

Type of (Building) (Alteration) _____
Number of Stories _____ Height of Structure _____ Having dimensions of _____
And proposed floor area of _____ Square feet **Decks only:** _____ inches above grade of deck floor

9. ACCESS: _____ To public road _____ To private road _____ To private right of way

If private road/right of way, Owner _____ Parcel No. _____

10. COST OF CONSTRUCTION _____ TOTAL SIZE/ACREAGE OF TRACT _____
10A. Mechanical Cost Breakdown _____
11. PLOT PLAN ATTACHED: DATED _____ PREPARED BY _____

12. WATER SOURCE: Township _____ On Lot _____

SEWAGE DISPOSAL SOURCE: Twp. _____ On Lot _____

13. WILL ANY OF THE FOLLOWING BE INVOLVED IN THE ABOVE MENTIONED CONSTRUCTION?

ELECTRICAL _____ **PLUMBING** _____ **MECHANICAL** _____

READ, UNDERSTAND AND COMPLY WITH THE FOLLOWING NOTICES

NOTICE: In addition to a construction/zoning permit, if the subject property does or will require access to a public road or street, and/or will require improvement/change of existing driveway access to a public road or street: If such public road or street is under the jurisdiction of the commonwealth of Pennsylvania, you must obtain a Highway Occupancy Permit pursuant to Act No. 428 of 1945, as amended, known as the "State Highway Law"; Application for such Highway Occupancy Permit as to a Commonwealth road or street must be made to, with and processed by the Pennsylvania Department of Transportation. If such road or street is under the jurisdiction of Chippewa township, you must apply for and obtain a Driveway Permit from the Township.

NOTICE: In addition to a construction/zoning permit, you may need to make other applications and obtain other permits for the development you propose, including but not limited to, depending on location of your premises, for an on-lot sewage permit and/or connection to a public sewer connection permit, water connection permit, and/or Land Development approval, prior to being able to commence construction. Further, following construction and prior to your placing into use the proposed structure/building, you will need to procure an Occupancy Permit.

NOTICE: Contractor prohibited by law from employing any individual to perform work pursuant to this building permit unless contractor provides proof of worker's compensation to Chippewa Township. Contractor also prohibited by law as to building or remodeling under subject Permit from engaging the services of a subcontractor unless subcontractor maintains workers' compensation insurance coverage as to subcontractor's employees. Failure of contractor and Applicant for this Permit to maintain worker's compensation insurance according to law of Commonwealth of Pennsylvania, and as to said insurance, naming Chippewa Township as a named insured, requires stoppage of all construction/work under Construction /Zoning Permit issued and a Construction/Zoning Permit may be revoked.

NOTICE: Property owner is responsible for determining if property is subject to private covenants or private plan restrictions and compliance with the restrictions. Private covenants may be more restrictive than zoning regulations. Issuance of a building or zoning permit **does not constitute compliance with private covenants or restrictions.** Permits issued in violation of any private covenants or restrictions is the sole responsibility of the property owner or their authorized representative.

STATEMENTS AND VERIFICATION BY APPLICANT

I do hereby agree to observe and adhere to any and all provisions of the Chippewa Township Zoning Code, and do further agree and understand that my failure to do so shall constitute a violation as to any Permit issued per this Application, which violation shall cause any Permit to become Null and Void, and revocable by Chippewa Township via its Zoning Officer or other designated agent.

APPLICATION FOR ZONING AND BUILDING PERMIT CHIPPEWA TOWNSHIP, BEAVER COUNTY, PENNSYLVANIA
PAGE THREE OF THREE

I/We hereby certify that as applicants, owners, contractors, agents or others that I/we completed and read the foregoing Application and that the information and statements in this application and other representations contained in all accompanying plans are made a part of this application and are true and correct to the best of our knowledge and belief. This statement and verification are made subject to the penalties of 18 PA.C.S.A. Section 4904 relating to unsworn falsifications to authorities, which provides that if I/We knowingly make false statements or averments, I/We may be subject to criminal penalties. I/We hereby authorize representatives of the township to make the required inspections upon the property to verify that the construction requested under this applications complies with the Chippewa township Zoning Ordinance or other applicable codes.

If applicant is contractor or Agent of Owner, he/she hereby certifies that he/she has the authority to act on behalf of the Owner.

OWNER(S)_____DATE_____

CONTRACTOR OR AGENT _____DATE_____

FEE IN THE AMOUNT OF $_____SUBMITTED HEREWITH.

APPROVED:_____
Zoning Officer

DATE: _____