

CUSTOMER ASSISTANCE GUIDE
BUILDING PERMIT APPLICATION SUBMITTAL REQUIREMENTS
MANUFACTURED AND INDUSTRIALIZED HOUSING

- Please read all the following information.
- The following is a checklist. 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 structure, 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 structure, the attached form must be completed and notarized.
- _____ A site plan showing the proposed dwelling, the outside dimensions of the structure, distances in feet to the front, side and rear property lines; and the height of floor surface above grade at highest point on deck or landing on exterior of main exit door.
- _____ Septic permit if applicable. _____ Sewer permit if applicable.
- _____ Two (2) sets of construction drawings that **show in detail** code compliance for all of the work proposed, to include **but not limited to** the following information;
- _____ Installation shall comply with Title 24 CFR 3285 (see attached form). (New Homes)
- _____ Footing detail. Thickness and depth below frost line.
- _____ Size of masonry units for foundation (piers or full foundations).
- _____ Type, size, and placement of anchorage for the structure to the foundation.
- _____ A copy of the manufacturer's specifications and installation instructions.
- _____ Electrical. Service size _____ and location
- _____ Plumbing.
- _____ Mechanical if applicable.
- _____ Main exit door – 36" x 36" landing on exterior (required).
- _____ Installation by certified installer required, please insert certification number _____

EXTERIOR DECK WHERE REQUIRED:

- _____ Floor joist size, species and grade of wood.
- _____ Floor joist spacing (16" or center, 24" on center etc.).
- _____ Span of floor joist (clear distance between supports).
- _____ Depth of post footing below finished grade.
- _____ Guardrail height from floor or deck, and/or stairs.
- _____ Spacing of balusters. (maximum 4").
- _____ Stairs – Riser height and tread depth (riser 8 1/4" max tread 9" min.).
- _____ Stairs – Handrail height (from nose of tread). (minimum 34", maximum 38")
- _____ Handrail grip size – must have a circular cross section of 1 1/4" minimum to 2" maximum.
- _____ Width of stairs (36" minimum)
- _____ Guardrail (34" minimum measured vertically from nose of thread)

Type of Foundation (circle the type you are using)

- | | | |
|--|-----------------------|---------------------|
| <u>Set on full basement</u> | <u>2. Crawl space</u> | <u>3. Piers</u> |
| Heated yes _____ (provide wall R-values) | A. Cross ventilation | A. Spacing |
| no _____ | | |
| B. Garage in basement | | B. Diameter |
| C. Stairs | | C. Depth |
| | | D. Type of skirting |
- _____ 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 MANUFACTURED AND INDUSTRIALIZED HOUSING

- 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.
- The permit applicant is responsible for scheduling all inspections. If you're using a General Contractor, then she/he should take care of scheduling all the necessary 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.

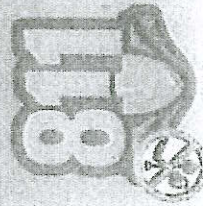
1. Footing inspection – To be done after trenching or forming and prior to placing of concrete.
Inspector: Patrick Duffy **Phone: 1-800-922-6342**
2. Foundation inspection – French drain and water proofing if full foundation is installed.
Inspector: Patrick Duffy **Phone: 1-800-922-6342**
3. Anchoring of structure to foundation.
Inspector: Patrick Duffy **Phone: 1-800-922-6342**
4. Verification of field connected crossovers, structural connections, etc
Inspector: Patrick Duffy **Phone: 1-800-922-6342**
5. Electrical inspection – installation of service from supplier to home.
Inspector: Keith Reiser **Phone: 1-800-608-6342**
6. Plumbing connections.
Inspector: Patrick Duffy **Phone: 1-800-922-6342**
7. Final inspection – when job is completely finished, prior to occupancy permit and after all other required inspections have been done and approved. Inspections #3, #5, #6 and #7 may be done at the same time. All utilities and fuel systems shall be operational. Provide completed installers certificate and HUD form 309.
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, 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 Lights
BLUE	Potable Water
PURPLE	Reclaimed Water, Irrigation and Slurry Lines
GREEN	Sewers and Drain Lines

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

YOUR TELEPHONE NUMBER

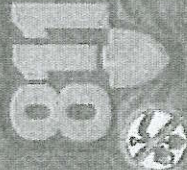
YOUR MAILING ADDRESS
COUNTY - The name of the county where the work will take place
MUNICIPALITY - City, Township or Borough where the work will take place
THE ADDRESS WHERE THE WORK WILL TAKE PLACE
THE ADDRESS WHERE THE WORK WILL TAKE PLACE
THE NEAREST INTERSECTING STREET TO THE WORK SITE
THE NAME OF 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 - Changing 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, 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 to use for daytime contact
THE BEST TIME TO CALL
FALL 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

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 dig. So, Notification occurs by calling 800-4 or 1-800-242-1775, 24 hours of the day, every day of the year. Notification can also be done on our website at www.poneccall.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:
If you dig close to marked utility lines in some cases, the utility company may not mark the service lines you own. If you have your own lines, please be sure to mark them. Call 800-4 or 1-800-242-1775 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 800-4 or 1-800-242-1775 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.poneccall.org



The Excavator's Responsibility

- Dial 800-4 or 1-800-242-1775.
- 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 markers 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 markers from the ground or pavement.

Report all calls by dialing 800-4 or 1-800-242-1775

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

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

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 _____

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: _____