CUSTOMER ASSISTANCE GUIDE BUILDING PERMIT APPLICATION SUBMITTAL REQUIREMENTS

COMMERCIAL AND MULTI-FAMILY

• The following is a check list. You must have a "checkmark" in all the sections

Please read all of the following information.

Completed building permit application.

| | listed below prior to submitting your application |
|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | Sub-division and land development approval, if required. 3 (three) complete sets of sealed drawings, including specification books from a registered design professional that show in detail code compliance for all work proposed. |
| | 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). |

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.

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, Scott Bahl Phone, 1-800-922-6342
- Foundation inspection French drain and waterproofing.
 Inspector, Scott Bahl Phone, 1-800-922-6342
- Plumbing under slab Rough-in done prior to placing concrete.
 Water test must be witnessed by inspector.
 Inspector, Scott Bahl Phone, 1-800-922-6342
- 4. Electrical inspection Rough-in to be done prior to insulating. Inspector, Scott Bahl Phone, 1-800-922-6342
- Plumbing inspection Rough-in to be done prior to insulating.
 Water test must be witnessed by inspector.
 Inspector, Scott Bahl Phone, 1-800-922-6342
- 6. Mechanical inspection Rough-in to be done prior to insulating.

 Inspector, Scott Bahl

 Phone, 1-800-922-6342
- Framing inspection Done prior to insulating, but after heating, plumbing and wiring are roughed-in and approved.
 Inspector, Scott Bahl Phone, 1-800-922-6342
- 8. Energy efficiency inspection To be done after insulating but before drywall. **Inspector, Scott Bahl**Phone, 1-800-922-6342
- Wallboard inspection To be done after fastening all wallboard is but before tapping, mudding, etc.
 Inspector, Scott Bahl
 Phone, 1-800-922-6342
- Final inspection When job is completely finished, prior to occupancy permit and after final plumbing and electrical inspection.
 Inspector, Scott Bahl
 Phone, 1-800-922-6342

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. | | |
|-------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
| regis | aree) complete sets of sealed drawings including specification books from a stered design professional that show in detail code compliance for all of the proposed to include but not limited to the following information: | | |
| | ARCHITECTURAL | | |
| | STRUCTURAL | | |
| | ELECTRICAL | | |
| | MECHANICAL | | |
| | PLUMBING | | |
| | FIRE AND PANIC REQUIREMENTS | | |
| | 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) | | |

THIS FORM REQUIRES A NOTARY SEAL

AFFIDAVIT OF EXEMPTION

| SEAL | |
|----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| | Subscribed, sworn to and acknowledged before me by the above this Day of |
| County of | |
| Signature of Applicant | |
| | the Workers' Compensation Law. All employees s' compensation insurance (attach copies of yees). |
| | es. Contractor prohibited by law from employing nt to this building permit unless contractor nicipality. |
| to perform any work pursuant to buildi | own work. If property owner does hire contractor ng permit, contractor must provide proof of ne municipality. Homeowner assumes liability for ement. |
| | not required to provide workers compensation nsylvania's Workers' Compensation Law for one |