CUSTOMER ASSISTANCE GUIDE BUILDING PERMIT APPLICATION SUBMITTAL REQUIREMENTS

<u>DETACHED STRUCTURES (1000 SQ FT OR MORE)</u> <u>ACCESSORY TO DETACHED ONE FAMILY DWELLING</u>

(Shed – Detached Garage – Pavilions – Etc)

- 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 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 detached accessory structure, the outside dimensions of the structure, the distances in feet, to the front, sides, and rear property lines. Three (3) 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; Footing detail including depth below frost line. Type of foundation. Roof rafter size (2x6, 2x8, 2x10, etc). Rafter spacing (16" on center, 24" on center, etc). Thickness and type of roof sheathing. Ceiling joist size and spacing. Floor joist size and spacing. Wall sections showing top, bottom plates and headers. Location and size of all beams, girder/headers. Sizes of all doors. Plumbing if applicable. Mechanical if applicable. Electrical if applicable.	action but to committee of the committee
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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 DETACHED ACCESSORY STRUCTURES

- 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 inspections. These are the plans that were submitted with your application and were marked "Approved" by the Building Code Official.
- The permit applicant or authorized agent is responsible for scheduling all inspections.
- To schedule an inspection call the inspector listed below.
- DO NOT schedule an inspection if the work is not ready!!!!
- When scheduling an inspection, you must supply your permit number to the inspector.

MINIMUM OF 24 HOUR NOTICE REQUIRED TO MIDDLE DEPARTMENT INSPECTION AGENCY, INC.

1. Footing Inspection – Trenches or holes must be dug below frost line. The inspection must be approved prior to placing of concrete.

Inspector, Scott Bahl

Phone, 1-800-922-6342

2. Foundation Inspection – French drain, water proofing/damp proofing when required.

Inspector, Scott Bahl Phone, 1-800-922-6342

3. Electrical if applicable.

Inspector, Scott Bahl Phone, 1-800-922-6342

4. Plumbing if applicable.

Inspector, Scott Bahl Phone, 1-800-922-6342

5. Mechanical if applicable.

Inspector, Scott Bahl Phone, 1-800-922-6342

6. Framing Inspection – All framing members must be visible. This inspection is done prior to insulating, but after heating, plumbing, and wiring rough ins are approved, when any of these systems are installed.

Inspector, Scott Bahl

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 approved.

Inspector, Scott Bahl

Phone, 1-800-922-6342

THIS FORM REQUIRES A NOTARY SEAL

AFFIDAVIT OF EXEMPTION

SEAL	
	Subscribed, sworn to and acknowledged before me by the above this Day of 20
County of	
Signature of Applicant	
	the Workers' Compensation Law. All employees 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 building	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