CUSTOMER ASSISTANCE GUIDE BUILDING PERMIT APPLICATION SUBMITTAL REQUIREMENTS

RESIDENTIAL ADDITIONS

(Bedroom - Family Room - Kitchen - Attached Garage - 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.

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addition, and they have us with a "Certificate of	mption" (See attached form) If you are hiring a contractor to construct your workers' compensation, have the contractor or their insurance carrier provide Insurance" showing proof of such. If the homeowner or a contractor without is constructing the addition, the attached form must be completed and
	ring the proposed addition, the outside dimensions of the structure, the front, sides, and rear property lines.
	f complete construction documents that show in detail code compliance for all include but not limited to the following information;
Footing of the control of the	In showing size of all rooms. detail including depth below frost line, thickness, width, and rebar. foundation, showing type of masonry, waterproofing and anchorage of to foundation.
Roof raft Rafter sp Thicknes	er size – species and grade of wood. pacing (16" on center, 24" on center, etc). ss and type of roof sheathing. poist size and spacing.
Floor jois Wall sec Location	st size and spacing. tions showing top and bottom plates and headers. and size of all beams.
room wir	all doors. type – including sizes and the net clear opening dimensions of all sleeping ndows (emergency egress). slarms - number and placement.
Insulatio foundatio Heating Plumbing	if applicable.
Electrica Stairs (ri Stairs – Guardra	il. ser height maximum 8 ¼" tread depth minimum 9") handrail (height from nose of thread min 34" max 38") il (34" minimum measured vertically from nose of thread)
	stairs (36" minimum) ling 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 RESIDENTIAL ADDITIONS

- 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.
- 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 To be done after forming and prior to placing of concrete.

 Inspector, Scott Bahl Phone, 1-800-922-6342
- 2. Foundation inspection French drain and water-proofing prior to backfilling. Inspector, Scott Bahl Phone, 1-800-922-6342
- 3. Electrical inspection Rough-in to be done prior to insulating. Inspector, Scott Bahl Phone, 1-800-922-6342
- 4. Plumbing inspection Rough-in to be done prior to insulating (if applicable). Inspector, Scott Bahl Phone, 1-800-922-6342
- Mechanical Inspection If applicable.
 Inspector, Scott Bahl Phone, 1-800-922-6342
- 6. 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, Scott Bahl Phone, 1-800-922-6342

- 7. Energy conservation inspection To be done after insulating but before drywall.

 Inspector, Scott Bahl Phone, 1-800-922-6342
- 8. Wall Board Inspection to be done after fastening all wall board but before taping and mudding etc.

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

9. 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

THIS FORM REQUIRES A NOTARY SEAL

AFFIDAVIT OF EXEMPTION

	not required to provide workers compensation sylvania's Workers' Compensation Law for one of the
perform any work pursuant to building p	own work. If property owner does hire contractor to permit, contractor must provide proof of workers' ality. Homeowner assumes liability for contractor
	s. Contractor prohibited by law from employing any his building permit unless contractor provides proof of
	ne Workers' Compensation Law. All employees of mpensation insurance (attach copies of religious
Signature of Applicant	
County of	
Municipality of	
	Subscribed, sworn to and acknowledged before me by the above this Day of 20
SEAL	
	Notone Builde
	Notary Public