### 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.
	"Affidavit of Exemption" (See attached form) If you are hiring a contractor to construct your addition, 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 addition, the attached form must be completed and notarized.
	A site plan showing the proposed addition, the outside dimensions of the structure, the distances in feet, to the front, sides, and rear property lines.
	Two (2) sets of complete construction documents that <b>show in detail</b> code compliance for all of the work proposed to include <b>but not limited to</b> the following information;
	Floor plan showing size of all rooms. Footing detail including depth below frost line, thickness, width, and rebar. Type of foundation, showing type of masonry, waterproofing and anchorage of addition to foundation. Roof rafter size – species and grade of wood. Rafter spacing (16" on center, 24" on center, etc). Thickness and type of roof sheathing. Ceiling joist size and spacing. Ceiling joist size and spacing. Wall sections showing top and bottom plates and headers. Location and size of all beams. Sizes of all doors. Window type – including sizes and the net clear opening dimensions of all sleeping room windows (emergency egress). Smoke alarms and carbon monoxide alarms - number and placement. Insulation – U - Values for windows, R – Values for exterior walls, attic and foundation. Heating if applicable – including calculations. Plumbing (if any). Electrical. Stairs (riser height maximum 8 ¼" tread depth minimum 9") Stairs – handrail (height from nose of thread min 34" max 38") Guardrail (34" minimum measured vertically from nose of thread) Width of stairs (36" minimum) Location and size of basement emergency escape opening if addition has basement area. Wall bracing detail (material, length and fastening).
	<u> </u>

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.

Completed building permit application.

### 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.

### 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 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: Phillip McCartney Phone: 1-800-608-6342
- 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.

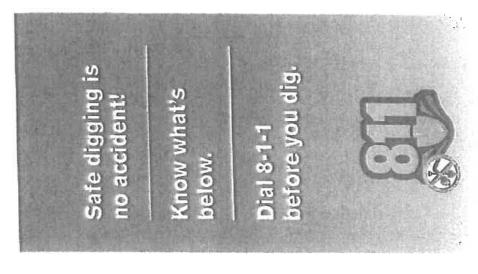
  Inspector: Patrick Duffy Phone: 1-800-922-6342
- 8. Final Electrical When job is completely finished.

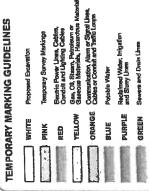
Inspector: Phillip McCartney Phone: 1-800-608-6342

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





YOUR TELEPHONE NUMBER YOUR MALING ADDRESS COUNTY - The name of the county where the work will The losowing information is needed when you call PA One Call System.

NEW PAGES

NUMINICIPALITY - CIty. Township or Borough where the work will fate place

work will fate place.

THE ADDIESSIS WHERE THE WORK WILL TARE PLACE

THE NAME OF A SECOND INTERSECTION NEAR THE

THE NAME OF A SECOND INTERSECTION NEAR THE

THE NAME OF WHITE - YOU OF WORK BITE)

IS THE PROPOSED EXCAVATION AREA (WORK BITE)

OTHER INFORMATION THAT WOULD HELP THE

LOCATION PIND THE SITE - CAMPAND INTERNATION TO THE RESENCE DONE

WHETHER THE WORK WILL TAKE PLACE IN: Street,

Sidewalk, Public of Private Properiy.

Sidewalk, Public of Private Properiy.

Sidewalk, Public of Private Properiy.

THE EXTENT OF THE EXCANATION The approximate

star of the opening: the langth and width or dismeter

THE METHOD OF EXCANATION - How will the earth be

THE STATE WORK BEING DONE FOR PERSON TO CONTACT IF THE UTILITIES HAVE DELEGIOUS PRODUCE THE UTILITIES HAVE THE CONTACT IF THE UTILITIES HAVE THE CONTACT PERSON'S PRIORE NUMBER - The THE BEST THE TO CALL.

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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 seriffirmation of your cell find our system will send you the responses from the utilities on the monthing of your scheduled excevetion date via fax or email



# What do we do?

We are the "Call before you dig!" company for all of Perusylvania. 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 1-800-242-1775, 24 hours of the day, every day of the year Notification can also be done on our website at www.pagneestlorgi

We will then notify the utility companies nearby of your intent to die. The utility companies are responsible to mark where their underground lines are located with colored fags, paint at shalk.

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## Why should you call?

Safe digging is no accident! If you are installing a tende 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, other. 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 tines 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.
- bid you hire someone to install your tence, deck or new patio? Ask to sae the PA One Call serial number before allowing them to cig on your property.

# The Excavator's Responsibility

- Dig18-1-1 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. Walt 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 excevator should remove the flegs or nexts from the ground or pattents.
- Reportmentals by deline 8 Report energy by deline 8 Report energy self-th

### THIS FORM REQUIRES A NOTARY SEAL

### **AFFIDAVIT OF EXEMPTION**

		not required to provide workers compensation insurance under kers' Compensation Law for one of the following reasons, as
	any work pursuant to bu	ing own work. If property owner does hire contractor to perform ilding permit, contractor must provide proof of workers' to the municipality. Homeowner assumes liability for with this requirement.
		byees. Contractor prohibited by law from employing any rk pursuant to this building permit unless contractor provides municipality.
		der the Workers' Compensation Law. All employees of rom workers' compensation insurance (attach copies of religious employees).
Signature o	of Applicant	-
County of		
Municipalit	y of	
		Subscribed, sworn to and acknowledged before me by the above this Day of
SEAL		
		Notary Public