

**CUSTOMER ASSISTANCE GUIDE  
BUILDING PERMIT APPLICATION SUBMITTAL REQUIREMENTS**

**COMMERCIAL AND MULTI-FAMILY**

- 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

\_\_\_\_\_ Sub-division and land development approval, if required.

Plan Review options:

\_\_\_\_\_ Plans may be submitted electronically (**Preferred Method**) by going to our website, [www.mdia.us](http://www.mdia.us), and click on Offices, click on Plan Review and then Submit Plans. If using the electronic method, once the plans are approved, they will be returned to the design professional and it will be their responsibility to make as many hard copies as needed and provide them to the BCO and the municipality so the permit can be issued. No permits will be issued and construction **shall not** start until all applicable fees are paid. It is then required that a completed set of stamped plans be on the jobsite and made available to the field inspector during the construction.

OR

\_\_\_\_\_ 3 (three) complete paper sets of sealed drawings, including specification books from a PA 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).

\_\_\_\_\_ Automatic fire sprinkler system designed in accordance with NFPA 13 where applicable.

\_\_\_\_\_ 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 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.

**PLEASE GIVE THREE (3) WORKING DAYS ADVANCE NOTICE**  
**FOOTING INSPECTION WILL BE GIVEN PRIORITY**

**MIDDLE DEPARTMENT INSPECTION AGENCY, INC.**

1. Footing – To be done after forming and prior to placing of concrete.  
**Inspector, Chris House                      Phone, 1-800-922-6342**
2. Foundation inspection – French drain and water-proofing prior to backfilling.  
**Inspector, Chris House                      Phone, 1-800-922-6342**
3. Plumbing under slab (rough-in) done prior to placing concrete floor.  
**Inspector, Chris House                      Phone, 1-800-922-6342**
4. Electrical – Rough-in to be done prior to insulating.  
**Inspector, Demeco Poindexter      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, Chris House                      Phone, 1-800-922-6342**
6. Energy conservation.  
**Inspector, Chris House                      Phone, 1-800-922-6342**
7. Wallboard  
**Inspector, Chris House                      Phone, 1-800-922-6342**
8. Final Electrical - When job is completely finished.  
**Inspector, Demeco Poindexter      Phone, 1-800-608-6342**
9. Final inspection – When job is completely finished, prior to occupancy permit and after plumbing, mechanical and electrical.  
**Inspector, Chris House                      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 Loops
	BLUE	Potable Water
	PURPLE	Reclaimed Water, Irrigation and Slurry Lines
	GREEN	Sewers and Drain Lines

The following information is needed 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 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 ON A 10' x 10' GRID**

**OTHER INFORMATION ON THE LOCATION OF THE  
LOCATOR FIND THE SITE**

**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 and 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 with area code for daytime contact**

**THE BEST TIME TO CALL**

**FAX 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](http://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 do so. Notification occurs by calling 8-1-1 or 1-800-242-1776, 24 hours of the day, every day of the year. Notification can also be done on our website at [www.paonecall.org](http://www.paonecall.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:

- PA One Call does not mark utility lines.
- In some cases, the utility company may not mark the service lines you own.
- If you need your sewer drain cleared be sure to check [www.paonecall.org/crossbore](http://www.paonecall.org/crossbore) for Call Before You Clear information or call 811 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 8-1-1 or 1-800-242-1776 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.pa811.org](http://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 lines 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.
- Did you hire someone to install your fence, deck or new patio? Ask to see the **PA One Call** serial number before allowing them to dig on your property.

## The Excavator's Responsibility

- Dial 8-1-1 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. 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 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 excavator should remove the flags or marks from the ground or pavement.
- Report mishaps by dialing 8-1-1. Report emergencies by dialing 9-1-1.

## 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.
  
- COMPLETED BUILDING PERMIT APPLICATION
- ARCHITECTURAL
- STRUCTURAL
- ELECTRICAL
- MECHANICAL
- PLUMBING
- 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)
- DEPARTMENT OF HEALTH APPROVAL FOR HEALTH CARE FACILITIES PRIOR TO SUBMISSION.
  
- SPECIAL INSPECTIONS AS PER IBC SECTION 1704 & 1710.

**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