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.
	Three (3) sets of complete construction documents that <u>show in detail</u> code compliance for all of the work proposed to include <u>but not limited to</u> 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. Plumbing (if any). Electrical. Stairs (riser height maximum 8 1/4" 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).
	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 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, Clyde Volk Phone, 1-800-662-6342
- 2. Foundation inspection French drain and water-proofing prior to backfilling. Inspector, Clyde Volk Phone, 1-800-662-6342
- 3. Plumbing under slab (rough-in) done prior to placing concrete floor. Inspector, Clyde Volk Phone, 1-800-662-6342
- 4. Framing inspection Done prior to insulating, but after heating, plumbing and wiring are roughed in, and prior to any exterior finishes being applied.

 Inspector, Clyde Volk

 Phone, 1-800-662-6342
- Energy conservation.
 Inspector, Clyde Volk
 Phone, 1-800-662-6342
- 6. Wallboard. Only needed if there is an integral or attached garage. Inspector, Clyde Volk Phone, 1-800-662-6342
- 7. Final inspection When job is completely finished, prior to occupancy permit and after plumbing, mechanical and electrical.

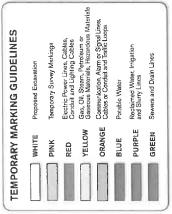
 Inspector, Clyde Volk Phone, 1-800-662-6342

BEFORE DIGGING CALL 811 - SEE ATTACHED BROCHURE

Safe digging is Know what's no accident! below.

before you dig. **Dial 8-1-1**





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 Boraugh where the

work will take place
THE ADDRESS WHERE THE WORK WILL TAKE PLAGE
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 – Yes or No

CHER INFORMATION THAT WOULD HELP THE
LOCATOR RIND THE SITE - Clerifying information to
specify the seast location of the dig
THE TYPE OF WORK BEING DONE
WHETHER THE WORK WILL TAKE PLACE IN: Street.

Sidewalk, Public or Private Property
THE APPROXIMATE DETTH YOU ARE DIGGING
THE EXTENT OF THE EXCAVATION - The approximate
size of the opening; the ength and width or diameter
THE METHOD OF EXCAVATION - How will the earth ba

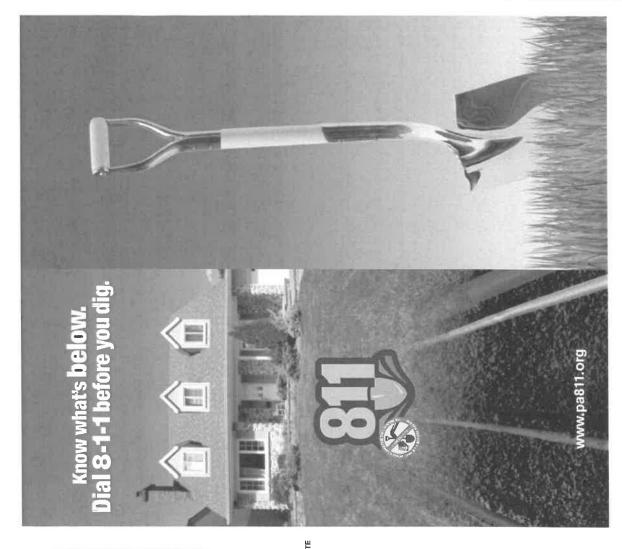
WHO IS THE WORK BEING DONE FOR PERSON TO CONTACT IF THE UTILITIES HAVE

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

DURATION OF A JOB - How long will the job take ANY ADDITIONAL REMARKS YOU MAY HAVE

You will be given a 10 digit sarial numbor as confirmation of your call and our system wills send you the responses from the utilities on the morning of your scheduled excavation date via fax or email



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.

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.
- of from need your sewer drain cleared be sure to check www.paonecall.org/crossbore for Call Before You Clear information or call 8111 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



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 th flags or marks from the ground or pavement.
- Report mishaps by dialing 8-1-1
 Report emergencies by
 dialing 9-1-1

THIS FORM REQUIRES A NOTARY SEAL

AFFIDAVIT OF EXEMPTION

insurance u		not required to provide workers compensation nnsylvania's Workers' Compensation Law for one of the	
	perform any work pursu workers' compensation	ing own work. If property owner does hire contractor to ant to building permit, contractor must provide proof of insurance to the municipality. Homeowner assumes mpliance with this requirement.	
	any individual to perform	oyees. Contractor prohibited by law from employing n work pursuant to this building permit unless of 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 o	f Applicant	_	
County of _		-	
Municipality	of		
		Subscribed, sworn to and acknowledged before me by the above this Day of 20	
SEAL			
		Notary Public	