

## BUILDING PERMIT APPLICATION 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.

\_\_\_\_\_ “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.

\_\_\_\_\_ Subdivision and land development approval, zoning approval, stormwater management approval, if required.

\_\_\_\_\_ Plans or **plans may now be submitted electronically** (PREFERRED METHOD) by going to our website, [www.mdia.us](http://www.mdia.us) and click on Offices, 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 West Mead Township so the permit can be issued. No permits will be issued and construction CANNOT 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

\_\_\_\_\_ Three (3) complete paper sets of sealed drawings, including specification books from a registered PA design professional that show in detail code compliance for all work proposed

\_\_\_\_\_ A Site Plan showing to scale the outside dimensions and location of the proposed structure as well as all existing structures on the site. Show distances from lot lines, established street grades and proposed finished grades.

\_\_\_\_\_ Sewer Permit

\_\_\_\_\_ Worker’s 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 from PennDot/Municipality, if required.

\_\_\_\_\_ Plan review fee (permit clerk will calculate).

\_\_\_\_\_ Automatic fire sprinkler system designed in accordance with NFPA 13, if 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, the applicant will be notified of the inspection fees and when they can pick up the permit at the Township 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.

Call before you dig!!!! PA One Call phone number 8-1-1

### **CONSTRUCTION DOCUMENTS REQUIRED**

- \_\_\_\_\_ ARCHITECTURAL
- \_\_\_\_\_ STRUCTURAL
- \_\_\_\_\_ ELECTRICAL
- \_\_\_\_\_ MECHANICAL
- \_\_\_\_\_ PLUMBING
- \_\_\_\_\_ FIRE AND PANIC REQUIREMENTS
- \_\_\_\_\_ ACCESSIBILITY (Details and elevations of restrooms, checkout counters, etc. and routes with elevations for all accessibility)
- \_\_\_\_\_ ENERGY CALCULATIONS WITH HVAC & LIGHTING (COM CHECK OF IECC)
- \_\_\_\_\_ INTERNATIONAL BUILDING CODE
- \_\_\_\_\_ 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)
- \_\_\_\_\_ ACCESSIBILITY ADVISORY BOARD APPROVAL FOR PUBLIC POOLS PRIOR TO SUBMISSION.
- \_\_\_\_\_ DEPARTMENT OF HEALTH APPROVAL FOR HEALTH CARE FACILITIES PRIOR TO SUBMISSION.
- \_\_\_\_\_ SPECIAL INSPECTIONS AS PER IBC SECTION 1704 & 1709



## **BUILDING PERMIT APPLICATION SUBMITTAL REQUIREMENTS**

### **EXISTING COMMERCIAL AND MULTI-FAMILY**

Section (403.42.)

An owner or authorized agent who intends to construct, enlarge, alter, repair, move, demolish, or change the occupancy or use of commercial building, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical, or plumbing system regulated by the Uniform Construction Code, shall apply to the building code official and obtain the required permits.

A permit applicant shall submit an application to the building code official, and attach construction documents, including sealed plans and specifications if changes are needed to the building to comply with the code for the new occupancy.

A licensed architect or licensed professional engineer shall prepare the construction documents under the architect's licensure law.

This may be submitted in letter form from the architect or engineer if the building complies with the code for the change of use or occupancy. Also submit a copy of the certificate of occupancy issued by the Department of Labor and Industry for the existing building if it is available.

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