

## BUILDING PERMIT APPLICATION REQUIREMENTS

### MODULAR OR MANUFACTURED DWELLING WITHOUT BASEMENT

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.

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

\_\_\_\_\_ Septic Permit

\_\_\_\_\_ A site plan showing the proposed dwelling, the outside dimensions of the structure, the distances in feet, to the front, sides, and rear property lines.

\_\_\_\_\_ Three (3) sets of construction drawings that show in detail code compliance for all of the work proposed, to include but not limited to the following information:

- \_\_\_\_\_ Footing detail. Thickness and depth below frost line.
- \_\_\_\_\_ Size of masonry units for foundation (piers or full foundations)
- \_\_\_\_\_ Type and size of anchorage for the structure to the foundation.
- \_\_\_\_\_ A copy of the manufacturers specifications and installation instructions.
- \_\_\_\_\_ Electrical- Service size \_\_\_ and location (may require separate drawing)
- \_\_\_\_\_ Plumbing (may require separate drawing)
- \_\_\_\_\_ Mechanical (may require separate drawing)
- \_\_\_\_\_ Main exit door – 36” x 36” landing on exterior (required)
- \_\_\_\_\_ Floor joist size, species and grade of wood
- \_\_\_\_\_ Floor joist spacing (16” on center, 24” on center, etc.)
- \_\_\_\_\_ Span of floor joist (clear distance between supports)
- \_\_\_\_\_ Depth of post footing below finished grade
- \_\_\_\_\_ Guardrail height from floor or deck, and/or stairs
- \_\_\_\_\_ Spacing of balusters (maximum 4”)
- \_\_\_\_\_ Stairs – Riser height and tread depth (rise 8 1/4” maximum tread 9” minimum)
- \_\_\_\_\_ Stairs - Handrail height (from nose of tread) (minimum 34”, maximum 38”)
- \_\_\_\_\_ Handrail grip size – must have a circular cross section of 1 1/4” min to 2” max)
- \_\_\_\_\_ Width of stairs (36” minimum)
- \_\_\_\_\_ Guardrail (34” minimum measured vertically from nose of tread)

\_\_\_\_\_ Completed building permit application.

Type of Foundation (circle the type you are using)

1. Set on full basement

2. Crawl space

3. Piers

Heated: yes \_\_\_\_\_ no \_\_\_\_\_

A. Cross ventilation

A. Spacing

Garage in basement

B. Diameter

Stairs

C. Depth

D. Type of skirting

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

## **INSPECTION PROCEDURES**

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 inspection agency.

The permit applicant is responsible for scheduling all inspections. If you’re using a General Contractor, then he/she should take care of scheduling all the necessary 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 trenching or forming and prior to placing of concrete.  
**Inspector Duane Fitzsimmons                      Phone 1-814-382-0422**
2. Foundation inspection- french drain and water proofing if full foundation is installed.  
**Inspector Duane Fitzsimmons                      Phone 1-814-382-0422**
3. Anchoring of structure to foundation.  
**Inspector Duane Fitzsimmons                      Phone 1-814-382-0422**
4. Electrical inspection – installation of service from supplier to home.  
**Inspector Duane Fitzsimmons                      Phone 1-814-382-0422**
5. Plumbing connections.  
**Inspector Duane Fitzsimmons                      Phone 1-814-382-0422**
6. Final inspection- when job is completely finished, prior to occupancy permit and after all other required inspections have been done and approved. Inspections 3, 4, 5 and 6 may be done at the same time.  
**Inspector Duane Fitzsimmons                      Phone 1-814-382-0422**