

BUILDING PERMIT APPLICATION 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 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.

_____ A site plan showing the proposed detached accessory structure, 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 no limited to the following information:

- _____ 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;
- _____ Floor joist size and spacing;
- _____ Wall sections showing top, 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 – number and placement
- _____ Insulation – U-Values for windows, R-Values for exterior walls, attic and foundation
- _____ Heating if applicable (may require separate drawing)
- _____ Plumbing if applicable (may require separate drawing)
- _____ Electrical if applicable (may require separate drawing)

_____ Completed building permit application.

MDIA will review plans submitted within 15 days 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

You can check your residential code compliance at www.energycodes.gov/rescheck/.

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.

DO NOT schedule an inspection if the work is not ready!!!!

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 prior to backfilling.

Inspector Duane Fitzsimmons Phone 1-814-382-0422

3. Plumbing under slab (rough-in) done prior to placing concrete floor.

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4. Electrical inspection- rough-in to be done prior to insulating.

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5. Mechanical inspection- rough-in to be done prior to insulating.

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6. Plumbing inspection- rough-in to be done prior to insulating.

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7. Framing inspection- done prior to insulating, but after heating, plumbing and wiring are roughed in and approved, and prior to any exterior finishes being applied.

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NOTE: COMBINE INSPECTIONS 4, 5, 6 AND 7 IF POSSIBLE.

8. Energy conservation.

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9. Wallboard.

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10. Final inspection- when job is completely finished, prior to occupancy permit and after final plumbing, mechanical and electrical inspection.

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