

# BUILDING PERMIT APPLICATION REQUIREMENTS

## SINGLE FAMILY DWELLING OTHER THAN MANUFACTURED OR MODULAR HOUSING

- 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 if applicable      \_\_\_\_\_ Septic Permit if applicable

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

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

- \_\_\_\_\_ Floor plan showing sizes 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 home 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 (may require separate drawing)
- \_\_\_\_\_ Electrical if applicable (may require separate drawing)
- \_\_\_\_\_ Stairs (riser height maximum 8 1/4” tread depth minimum 9”)
- \_\_\_\_\_ Stairs-handrail (height from nose of tread min 34” max 38”)
- \_\_\_\_\_ Guardrail (34” minimum measured vertically from nose of tread)
- \_\_\_\_\_ Width of stairs (36” minimum)

\_\_\_\_\_ 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

You can check your residential code compliance at [www.energycodes.gov/rescheck/](http://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.  
**Inspector Duane Fitzsimmons      Phone 1-814-382-0422**
  4. Electrical inspection- rough-in to be done prior to insulating.  
**Inspector Duane Fitzsimmons      Phone 1-814-382-0422**
  5. Mechanical inspection- rough-in to be done prior to insulating.  
**Inspector Duane Fitzsimmons      Phone 1-814-382-0422**
  6. Plumbing inspection- rough-in to be done prior to insulating.  
**Inspector Duane Fitzsimmons      Phone 1-814-382-0422**
  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.  
**Inspector Duane Fitzsimmons      Phone 1-814-382-0422**
- NOTE: COMBINE INSPECTIONS 4, 5, 6 AND 7 IF POSSIBLE.
8. Energy conservation.  
**Inspector Duane Fitzsimmons      Phone 1-814-382-0422**
  9. Wallboard.  
**Inspector Duane Fitzsimmons      Phone 1-814-382-0422**
  10. Final inspection- when job is completely finished prior to occupancy permit and after final plumbing, mechanical and electrical inspection.  
**Inspector Duane Fitzsimmons      Phone 1-814-382-0422**