

**CUSTOMER ASSISTANCE GUIDE
BUILDING PERMIT APPLICATION SUBMITTAL 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

_____ Sub-division and land development approval, if required.

Plan Review options:

_____ Plans may be submitted electronically at:

<https://dropbox.yousendit.com/wexfordoffice1> (NO CD's)

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 the municipality so the permit can be issued. No permits will be issued and construction **can not** 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

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

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

_____ Sewer permit.

_____ Workers' 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 Penn Dot/Municipal, if required.

_____ Plan review/fee (permit clerk will calculate).

_____ Automatic fire sprinkler system designed in accordance with NFPA 13 where 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 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.



Middle Department Inspection Agency, Inc.

101 North Meadows Drive, Suite 130

Wexford, Pennsylvania 15090

1-800-580-6342

MANAGER
LANE WOLFE

May 31, 2013

Dear Municipal Official's:

In an effort to be more environmentally friendly and save valuable time, MDIA has developed a process to perform Commercial Plan Reviews electronically.

In other words, Commercial Plans can now be submitted for review directly from the Registered Design Professional to MDIA via the internet. We would then immediately notify your designated municipal official that the plans are in our office and ready for review.

In order for the submission to be valid, the applicant would still be required to fill out your application but would not leave hard copies of the plans if they choose to submit electronically. Once a municipal review is done to make sure they comply with all adopted municipal ordinances, a copy initialed and dated by your designated official would then be sent to our Wexford office via email or fax, whichever you prefer. We would not proceed with the review until we receive the completed application and the review period would not start until we receive that application.

You would then be kept in the loop via email of all progress (whether the plans have been approved or denied and if denied, the reason for the denial).

Once the plans have been approved and stamped by MDIA, they would be sent back electronically to the Design Professional and it would be their responsibility to make as many hard copies as needed and provide them to the BCO and your Municipality 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 are on the jobsite and made available to the field inspector during the construction.

The only difference in the permit submittal process is that hard copies of the plans will not be submitted when they fill out the application if the applicant chooses to submit electronically.

The benefits of Electronic Reviews are many: saving paper, shipping costs and most importantly time. This process will also aid the long term storage of plans as required by the PA Uniform Construction Code, which as you know is for as long as the building remains in existence with regard to non-residential structures.

MDIA has invested a great deal of time and resources into this project and will continue to do so in hopes of making the process even better.

We feel this new system is a giant first step for everyone involved in the commercial growth/development market, we hope you agree.

If you have any questions, please feel free to contact our office at 1-800-580-6342, and ask for Assistant Manager Brett Lutz or me.

Sincerely,

A handwritten signature in black ink, appearing to read "Lane Wolfe", is written over a light blue horizontal line.

Lane Wolfe
Manager, Western Pennsylvania Region