

**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.
  - \_\_\_\_\_ 3 (three) complete sets of sealed drawings, including specification books from a 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 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.



**AFFIDAVIT OF EXEMPTION**

The undersigned affirms that he/she is not required to provide workers compensation insurance under the provisions of Pennsylvania's Workers' Compensation Law for one of the following reasons, as indicated:

\_\_\_\_\_Property owner performing own work. If property owner does hire contractor to perform any work pursuant to building permit, contractor must provide proof of workers' compensation insurance to the municipality. Homeowner assumes liability for contractor compliance with this requirement.

\_\_\_\_\_Contractor has no employees. Contractor prohibited by law from employing any individual to perform work pursuant to this building permit unless contractor provides proof of insurance to the municipality.

\_\_\_\_\_Religious exemption under the workers' Compensation Law. All employees of contractor are exempt from workers' compensation insurance (attach copies of religious exemption letters for all employees).

\_\_\_\_\_  
Signature of Applicant

County of \_\_\_\_\_

Municipality of \_\_\_\_\_

Subscribed, sworn to and  
acknowledged before me  
by the above \_\_\_\_\_  
this \_\_\_\_\_ day of \_\_\_\_\_  
20\_\_\_\_\_.

SEAL

\_\_\_\_\_  
Notary Public

## CONSTRUCTION DOCUMENTS REQUIRED

\_\_\_\_\_ Site plan showing to scale the size and location of all new construction and all existing structures on the site. Distances from lot lines, established street grades and proposed finished grades. All parking including accessible spaces with signage.

3 (three) complete sets of sealed drawings including specification books from a registered design professional that show in detail code compliance for all of the work proposed to include but not limited to the following information:

- \_\_\_\_\_ Architectural
- \_\_\_\_\_ Structural
- \_\_\_\_\_ Electrical
- \_\_\_\_\_ Mechanical
- \_\_\_\_\_ Plumbing
- \_\_\_\_\_ Fire and Panic Requirements
- \_\_\_\_\_ Accessibility (Details and elevations and routes with elevations for all accessibility.
- \_\_\_\_\_ Energy Calculations (COM CHECK OR IECC)
- \_\_\_\_\_ Use Group (s) (Each Area Or Room) (IBC.Chapter3)
- \_\_\_\_\_ 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)

