

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).

_____ 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.

NOTE: Building permit will not be issued until sanitary tap fee is paid.

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)

