

**CUSTOMER ASSISTANCE GUIDE  
BUILDING PERMIT APPLICATION SUBMITTAL REQUIREMENTS**

**EXISTING COMMERCIAL AND MULTI-FAMILY**

Section (403.42.)

An owner or authorized agent who intends to construct, enlarge, alter, repair, move, demolish, or change the occupancy or use of a commercial building, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical, or plumbing system regulated by the Uniform Construction Code, shall apply to the building code official and obtain the required permits.

A permit applicant shall submit an application to the building code official, and attach construction documents, including sealed plans and specifications if changes are needed to the building to comply with the code for the new occupancy.

A licensed architect or licensed professional engineer shall prepare the construction documents under the architect's licensure law.

This may be submitted in letter form from the architect or engineer if the building complies with the code for the change of use or occupancy. Also submit a copy of the certificate of occupancy issued by the Department of Labor and Industry for the existing building if it is available.

Plans may be submitted electronically (**Preferred Method**):

By going to our website, [www.mdia.us](http://www.mdia.us), and click on Offices – Next to Wexford Office address is a compass icon – “Submit Plans” – Click and upload plans.

Attached is a check list of required code information needed for review of plans.

**BEFORE DIGGING CALL 811 – SEE ATTACHED BROCHURE**

# Permit Application



Customer Number  
if known

--	--	--	--	--	--

MDIA Office \_\_\_\_\_

Number \_\_\_\_\_

## Location of Proposed Work or Improvement

Municipality\* \_\_\_\_\_ County\* \_\_\_\_\_

Site Address\* \_\_\_\_\_ Tax Parcel # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

Lot # \_\_\_\_\_ Subdivision/Land Development \_\_\_\_\_ Phase \_\_\_\_\_ Section \_\_\_\_\_

Owner\* \_\_\_\_\_ Phone #\* \_\_\_\_\_ Fax # \_\_\_\_\_

Mailing Address\* \_\_\_\_\_ E-Mail \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

Principal Contractor\* \_\_\_\_\_ Phone #\* \_\_\_\_\_ Fax # \_\_\_\_\_

Mailing Address\* \_\_\_\_\_ E-Mail \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

Architect \_\_\_\_\_ Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

Mailing Address \_\_\_\_\_ E-Mail \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

### Type of Work or Improvement\* (Select all that apply)

- New Building   
  Addition   
  Alteration   
  Repair   
  Demolition   
  Relocation   
  Energy  
 Foundation Only   
 Change of Use   
 Plumbing   
 Mechanical   
 Electrical   
 Fire Protection

Describe the proposed work

### Estimated Cost of Construction\* (reasonable fair market value)

a. Structural Cost \$ \_\_\_\_\_

Installation(s) not included in above cost

b. Electrical \$ \_\_\_\_\_

c. Plumbing \$ \_\_\_\_\_

d. Heating, Air Conditioning \$ \_\_\_\_\_

e. Other \$ \_\_\_\_\_

Total Cost of Project (a+b+c+d+e) \$ \_\_\_\_\_

**Description of Building Use \*(Select One)**

Residential

- One-Family Dwelling (R-3)
- Two-Family Dwelling (R-2)
- Multi-Family (R-2)
- Hotels (R-1)

Non-Residential

Specific Use: \_\_\_\_\_  
 Use Group: \_\_\_\_\_  
 Change in Use:  Yes  No  
 If YES, Indicate Former: \_\_\_\_\_  
 Maximum Occupancy Load: \_\_\_\_\_  
 Maximum Live Load: \_\_\_\_\_

**Building/Site Characteristics**

Number of Residential Dwelling Units: \_\_\_\_\_ Existing \_\_\_\_\_ Proposed

Mechanical: Indicate Type of Heating/Ventilating/Air Conditioning (i.e., electric, gas, oil, etc.) \_\_\_\_\_

Water Service: (Select)  Yes  No

Sewer Service: (Select)  Yes  No Septic Permit # \_\_\_\_\_

**Does or will your building contain any of the following:**

Fireplace(s): Number \_\_\_\_\_ Type of Fuel \_\_\_\_\_ BTU's \_\_\_\_\_ Type Vent \_\_\_\_\_

Elevator/Escalators/Lifts/Moving walks: (Select)  Yes  No

Sprinkler System:  Yes  No

Pressure Vessels:  Yes  No

Refrigeration Systems:  Yes  No

**BUILDING DIMENSIONS**

Existing Building Area: \_\_\_\_\_ sq.ft. Number of Stories: \_\_\_\_\_

Proposed Building Area: \_\_\_\_\_ sq.ft. Height of Structure Above Grade: \_\_\_\_\_ ft.

Total Building Area: \_\_\_\_\_ sq.ft. Area of Largest Floor: \_\_\_\_\_ sq.ft.

**FLOODPLAIN**

Is the site located within an identified flood prone area? (Select One)  Yes  No

Will any portion of the flood prone area be developed? (Select One)  Yes  No  N/A

Owner/Agent shall verify that any proposed construction activity complies with the requirements of the National Flood Insurance Program and the Pennsylvania Flood Plain Management Act (Act 166-1978), specifically Section 60.3 (d).

**HISTORIC DISTRICT**

Is the site located within a Historic District?  Yes  No

If any construction is within a Historic District, a certificate of appropriateness may be required by the Municipality.

The applicant certifies that all information on this application is correct and the work will be completed in accordance with the "approved" construction documents and PA Act 45 (Uniform Construction Code) and any additional approved building code requirements adopted by the Municipality. The property owner and applicant assumes the responsibility of locating all property lines, setback lines, easements, rights-of way, flood areas, etc. Issuance of a permit and approval of construction documents shall not be construed as authority to violate, cancel or set aside any provisions of the codes or ordinances of the Municipality or any other governing body. The applicant certifies he/she understands all the applicable codes, ordinances and regulations.

Application for a permit shall be made by the owner or lessee of the building or structure, or *agent* of either, or by the *registered design professional* employed in connection with the proposed work.

**I certify that the code administrator or the code administrator's authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit.**

\_\_\_\_\_  
Signature of Owner or Authorized Agent

\_\_\_\_\_  
Print Name of Owner or Authorized Agent

\_\_\_\_\_  
Address

\_\_\_\_\_  
Date

Directions to Site:

\* Indicates required field.

Send

## 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. Accessible paths to entrances.
  
- COMPLETED BUILDING PERMIT APPLICATION
- ARCHITECTURAL
- STRUCTURAL
- ELECTRICAL
- MECHANICAL
- PLUMBING
- ACCESSIBILITY (Details and elevations of restrooms, checkout counters, etc. and routes with elevations for all accessibility)
- ENERGY CALCULATIONS WITH HVAC & LIGHTING (COM CHECK OR IECC)
- ALL SIGNAGE (TACTILE EXIT, RESTROOM, ETC.)
- USE GROUP(S) (EACH AREA OR ROOM) (IBC. Chapter 3)
- 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)
- DEPARTMENT OF HEALTH APPROVAL FOR HEALTH CARE FACILITIES PRIOR TO SUBMISSION.
- SPECIAL INSPECTIONS AS PER IBC SECTION 1704 & 1710

## **INSPECTION PROCEDURES COMMERCIAL AND MULTI-FAMILY CONSTRUCTION**

- 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 code official.
- **DO NOT schedule an inspection if the work is not ready!!!!**
- When scheduling an inspection, you must supply a permit number to the inspector.

### **PLEASE GIVE THREE (3) WORKING DAYS ADVANCE NOTICE FOOTING INSPECTION WILL BE GIVEN PRIORITY**

#### **MIDDLE DEPARTMENT INSPECTION AGENCY, INC.**

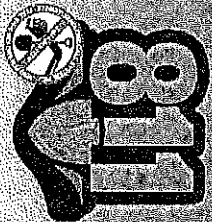
1. Footing – To be done after forming and prior to placing of concrete.  
Inspector: Patrick Duffy                      Phone: 1-800-922-6342
2. Foundation inspection – French drain and water-proofing prior to backfilling.  
Inspector: Patrick Duffy                      Phone: 1-800-922-6342
3. Plumbing under slab (rough-in) done prior to placing concrete floor.  
Inspector: Patrick Duffy                      Phone: 1-800-922-6342
4. Electrical – Rough in to be done prior to insulating.  
Inspector: John Balser                      Phone: 412-292-9073
5. Framing inspection – Done prior to insulating, but after heating, plumbing and wiring are roughed in, and prior to any exterior finishes being applied.  
Inspector: Patrick Duffy                      Phone: 1-800-922-6342
6. Energy conservation.  
Inspector: Patrick Duffy                      Phone: 1-800-922-6342
7. Wallboard- Only needed if there is an integral or attached garage.  
Inspector: Patrick Duffy                      Phone: 1-800-922-6342
8. Final Electrical – When job is completely finished.  
Inspector: John Balser                      Phone: 412-292-9073
9. Final inspection – When job is completely finished, prior to occupancy permit and after plumbing, mechanical and electrical.  
Inspector: Patrick Duffy                      Phone: 1-800-922-6342

**BEFORE DIGGING CALL 811 – SEE ATTACHED BROCHURE**

**Safe digging is  
no accident!**

**Know what's  
below.**

**Dial 8-1-1  
before you dig.**



**TEMPORARY MARKING GUIDELINES**

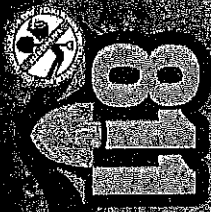
	WHITE	Proposed Excavation
	PINK	Temporary Survey Markings
	RED	Electric Power Lines, Cables, Cords and Lighting Cables
	YELLOW	Gas, Oil, Steam, Petroleum or Grease Mains, Miscellaneous Mains
	ORANGE	Communication, Alarm or Signal Lines, Cables or Cords and Traffic Loops
	BLUE	Public Water
	PURPLE	Sanitary Sewers, Sanitary Sewers and Storm Sewers
	GREEN	Sanitary Sewers and Storm Sewers

The following information is needed when you call PA One Call System.

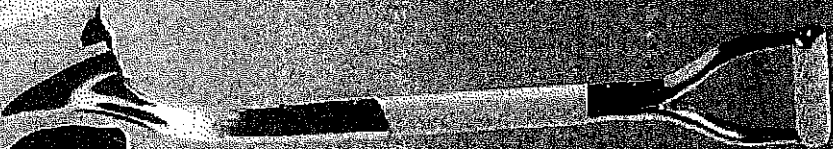
**YOUR TELEPHONE NUMBER**  
**YOUR MAILING ADDRESS**  
**COUNTY** - The name of the county where the work will take place  
**MUNICIPALITY** - City, Township or Borough where the work will take place  
**THE ADDRESS WHERE THE WORK WILL TAKE PLACE**  
**THE NEAREST INTERSECTING STREET TO THE WORK SITE**  
**THE NAME OF A SECOND INTERSECTION NEAR THE WORK SITE**  
**IS THE PROPOSED EXCAVATION AREA (WORK SITE) MARKED IN WHITE** - Yes or No  
**OTHER INFORMATION THAT WOULD HELP THE LOCATOR FIND THE SITE** - Clarifying information to specify the exact location of the dig  
**THE TYPE OF WORK BEING DONE**  
**WHETHER THE WORK WILL TAKE PLACE IN:** Street, Sidewalk, Public or Private Property  
**THE APPROXIMATE DEPTH YOU ARE DIGGING**  
**THE EXTENT OF THE EXCAVATION** - The approximate size of the opening the length and width or diameter  
**THE METHOD OF EXCAVATION** - How will the earth be removed?  
**WHO IS THE WORK BEING DONE FOR**  
**PERSON TO CONTACT IF THE UTILITIES HAVE QUESTIONS**  
**THE CONTACT PERSON'S PHONE NUMBER** - The phone number with area code for daytime contact  
**THE BEST TIME TO CALL**  
**FAX NUMBER AND/OR EMAIL ADDRESS** - The responses from utility owners will be sent to you  
**SCHEDULED EXCAVATION DATE AND START TIME** - not less than 3 business days or more than 10 business days  
**DURATION OF A JOB** - How long will the job take  
**ANY ADDITIONAL REMARKS YOU MAY HAVE**

You will be given a 10 digit serial number as confirmation of your call and our system will send you the responses from the utilities on the morning of your scheduled excavation date via fax or email

**Know what's below.  
Dial 8-1-1 before you dig.**



[www.pa811.org](http://www.pa811.org)



## What do we do?

We are the "Call before you dig" company for all of Pennsylvania. If you plan to disturb the earth with powered equipment, you are required by Pennsylvania law to notify the underground utility companies of your intent to do so. Notification occurs by calling 8-1-1 or 1-800-242-1776, 24 hours of the day, every day of the year. Notification can also be done on our website at [www.paonecall.org](http://www.paonecall.org).

We will then notify the utility companies nearby of your intent to dig. The utility companies are responsible to mark where their underground lines are located with colored flags, paint or chalk.

### Please Note:

- PA One Call does not mark utility lines.
- In some cases, the utility company may not mark the service lines you own.
- If you need your sewer drain cleaned, be sure to check [www.paonesall.org](http://www.paonesall.org) crosshairs or call before your clean.
- Information is available for Homeowners.

## Why should you call?

Safe digging is no accident! If you are installing a fence or deck, or digging for a mailbox, post, patio or other excavation project, it is important to know what's below. Dial 8-1-1 or 1-800-242-1776 before you dig. The utility companies do not want an accident. Either. The best way to learn where underground utility lines are located is to call before you dig.

For more information visit [www.pa811.org](http://www.pa811.org)



## Homeowner Quick Tips

- One easy phone call to 8-1-1 three to ten business days before digging begins helps keep your neighborhood safe.
- Call on Monday or Tuesday if you plan to dig on Saturday or Sunday.
- The utility companies will mark where their underground lines are located with colored paint, flags or chalk.
- Do not remove the flags if you see them in your yard.
- Our service is no cost to homeowners.
- Did you hire someone to install your fence, deck or new patio? Ask to see the PA One Call serial number before allowing them to dig on your property.

## The Excavator's Responsibility

- Dial 8-1-1 or 1-800-242-1776.
- Do not allow anyone to excavate on your property without calling.
- Always look for the markings on the ground before your dig date.
- If you do not see markings, do not allow anyone to dig. Wait for the lines to be marked by the utility.
- Whoever places the call will receive an email or fax with a list of facility owners who have marked or have not marked. Pay attention to this message.
- Respect the markings by not removing flags or disturbing the actual markings.
- Exercise care around the marked lines by hand digging.
- When the grid is complete, the excavator should remove the flags or marks from the ground or pavement.
- Report mishaps by dialing 8-1-1. Report emergencies by dialing 9-1-1.