

**CUSTOMER ASSISTANCE GUIDE
PERMIT APPLICATION SUBMITTAL REQUIREMENTS**

SOLAR ARRAYS

- 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 and notarized.

_____ 2 (two) complete sets of drawings that show the design and construction including all material and system components.

_____ Site plan showing location of major components on the property: This drawing need not be exactly to scale, but it should represent relative location of components and structures at site.

_____ Electrical worksheets showing PV array configuration, wiring system, overcurrent protection, inverter, disconnects, required signs, and utility interconnection detail. Include a three line diagram. Wiring shall be in compliance with the National Electrical Code, specifically Articles 690 and 705.

_____ Specification sheets and installation manuals (if available) for all major PV system components such as, PV modules, dc-to-dc converters, inverters, and mounting systems.

_____ Where a solar array is installed on an existing structure, provide an engineering report from a Pennsylvania registered design professional verifying that the structure will safely support the additional load in compliance with International Residential Code Section R301.1. Provide an attachment detail.

_____ Workers compensation insurance certificate or an affidavit of exemption.

_____ Completed 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 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.

OHIOVILLE BOROUGH / BEAVER COUNTY, PENNSYLVANIA
APPLICATION FOR BUILDING PERMIT
(ORDINANCE NO. 8 ENACTED AND ORDAINED FEBRUARY 7, 1963)

Permit No. _____

Date of Application: _____

Home No. () _____

Name of Property Owner: _____

Work No. () _____

Cell No. () _____

Property Owners Address: _____

Location of Property: _____

Parcel No. _____

Name of Subdivision / Plan: _____

Lot No. _____

Name of Contractor: _____

Contractor's _____

Address of Contractor: _____

Phone No: () _____

Total Size / Acreage of Tract _____

Setbacks: Front _____ Left Side _____

Size Yard: Front _____ RSide _____

Right Side _____ Rear _____

LSide _____ Rear _____

Drawing of Lot/Property: List neighbors on all sides, roads bordering property/lot, all buildings and or structures on lot. (include sheds, swimming pools etc. approximate locations)

State all deed restrictions and covenants, if any, governing construction on the property to be built upon:

Type of Improvement or Construction: (must be submitted in detail) Residential / Commercial (Circle One)
IE: New Construction, Addition, Alteration/Improvement,

Type of Building: IE: Dwelling, Mobile Home, Modular Home, Garage, Pole Barn, Deck, Deck/Roof, Swimming Pool, Pool/Deck, Other _____

Having dimensions of: _____ No. of stories _____

Decks only: _____ inches above grade of deck floor

Pools only: Size _____ Refer to Ordinance No. 123 for details.

List type of materials to be used: IE - Wood, Brick, Concrete Block, Vinyl Siding, Etc.

Estimated Cost of Construction/Improvement: _____ Estimated length of
time for project _____

INSPECTION PROCEDURES SOLAR ARRAYS

- 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 inspections. These are the plans that were submitted with your application and were marked "Approved" by the Building Code Official.
- The permit applicant or authorized agent is responsible for scheduling all inspections.
- **DO NOT schedule an inspection if the work is not ready!!!!**
- When scheduling an inspection, you must supply your permit number to the inspector.

PLEASE GIVE THREE (3) WORKING DAYS ADVANCE NOTICE

FOOTING INSPECTION WILL BE GIVEN PRIORITY

MIDDLE DEPARTMENT INSPECTION AGENCY, INC.

Free standing arrays:

1. Footing inspection – hole must be dug for support posts. The inspection must be approved prior to placing of concrete.

Inspector: Keith Reiser

Phone: 1-800-608-6342

2. Electrical inspection
 - Trench inspection prior to backfill (if applicable)
 - Final electrical inspection

Inspector: Keith Reiser

Phone: 1-800-608-6342

3. Final inspection – when job is completely finished and after all other required inspections have been done and approved.

Inspector: Keith Reiser

Phone: 1-800-608-6342

Structure mounted arrays:

1. Attachment inspection

Inspector: Keith Reiser

Phone: 1-800-608-6342

2. Electrical inspection

Inspector: Keith Reiser

Phone: 1-800-608-6342

3. Final inspection – (may be combined with #1) when job is completely finished and after all other required inspections have been done and approved.

Inspector: Keith Reiser

Phone: 1-800-608-6342

BEFORE DIGGING CALL 811 – SEE ATTACHED BROCHURE

THIS FORM REQUIRES A NOTARY SEAL

AFFIDAVIT OF EXEMPTION

The undersigned affirm 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 letter for all employees).

Signature of Applicant

County of _____

Municipality of _____

Subscribed, sworn to and
acknowledged before me by the above
_____ this _____ Day
of _____
20 _____.

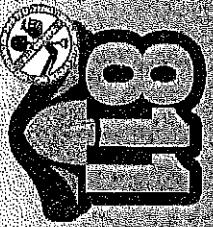
SEAL

Notary Public

**Safe digging is
no accident!**

**Know what's
below.**

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



TEMPORARY MARKING GUIDELINES

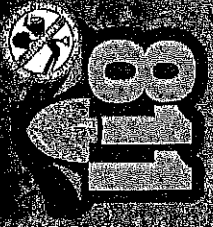
	Proposed Excavation
	Temporary Survey Markings
	Electric Power Lines, Cables, Cords and Lighting Cables
	Gas, Oil, Steam, Petroleum or Gasoline Mains, Hazardous Materials
	Communication, Alarm or Signal Lines, Cables or Cords and Traffic Lights
	Public Water
	Reclaimed Water, Irrigation and Storm Lines
	Sewers and Drain Lines

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

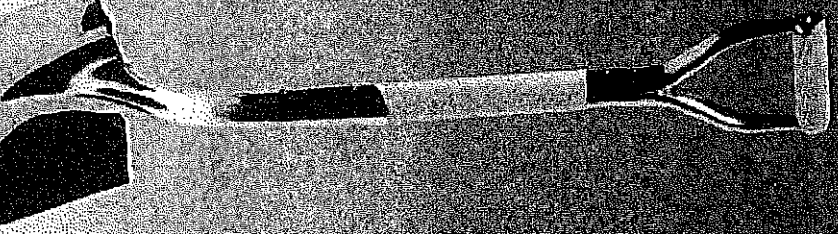
YOUR TELEPHONE NUMBER
YOUR MAILING ADDRESS
COUNTY - The name of the county where the work will take place
MUNICIPALITY - City, Township or Borough where the work will take place
THE ADDRESS WHERE THE WORK WILL TAKE PLACE
THE NEAREST INTERSECTING STREET TO THE WORK SITE
THE NAME OF A SECOND INTERSECTION 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 TO BE 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 moved
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 the facility 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 search 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



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 a day, every day of the year. Notification can also be done on our website at 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.paonecall.org/crossflow or Call Before You Dig! information or call 811 for more information.

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.



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 services are 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 project is complete, the excavator should remove the flags or marks from the ground or pavement.
- Report mistakes by dialing 8-1-1. Report emergency services by dialing 9-1-1.