

**CUSTOMER ASSISTANCE GUIDE**  
**BUILDING PERMIT APPLICATION SUBMITTAL REQUIREMENTS**  
**MANUFACTURED AND INDUSTRIALIZED HOUSING**

- Please read all the following information.
- The following is a checklist. 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.
- \_\_\_\_\_ A site plan showing the proposed dwelling, the outside dimensions of the structure, distances in feet to the front, side and rear property lines; and the height of floor surface above grade at highest point on deck or landing on exterior of main exit door.
- \_\_\_\_\_ Septic permit if applicable. \_\_\_\_\_ Sewer permit if applicable.
- \_\_\_\_\_ Three (3) sets of construction drawings that show in detail code compliance for all of the work proposed, to include but not limited to the following information;
- \_\_\_\_\_ Footing detail. Thickness and depth below frost line.
- \_\_\_\_\_ Size of masonry units for foundation (piers or full foundations).
- \_\_\_\_\_ Type, size, and placement of anchorage for the structure to the foundation.
- \_\_\_\_\_ A copy of the manufacturer's specifications and installation instructions.
- \_\_\_\_\_ Electrical. Service size \_\_\_\_\_ and location
- \_\_\_\_\_ Plumbing.
- \_\_\_\_\_ Mechanical if applicable.
- \_\_\_\_\_ Main exit door – 36" x 36" landing on exterior (required).
- \_\_\_\_\_ Installation by certified installer required, please insert certification number \_\_\_\_\_

**EXTERIOR DECK WHERE REQUIRED:**

- \_\_\_\_\_ Floor joist size, species and grade of wood.
- \_\_\_\_\_ Floor joist spacing (16" or center, 24" on center etc:).
- \_\_\_\_\_ Span of floor joist (clear distance between supports).
- \_\_\_\_\_ Depth of post footing below finished grade.
- \_\_\_\_\_ Guardrail height from floor or deck, and/or stairs.
- \_\_\_\_\_ Spacing of balusters. (maximum 4").
- \_\_\_\_\_ Stairs – Riser height and tread depth (riser 8 1/4" max tread 9" min.).
- \_\_\_\_\_ Stairs – Handrail height (from nose of tread). (minimum 34", maximum 38")
- \_\_\_\_\_ Handrail grip size – must have a circular cross section of 1 1/4" minimum to 2" maximum.
- \_\_\_\_\_ Width of stairs (36" minimum)
- \_\_\_\_\_ Guardrail (34" minimum measured vertically from nose of thread)

**Type of Foundation (circle the type you are using)**

**1. Set on full basement**

- A. Heated yes \_\_\_\_\_ (provide wall R-values)  
no \_\_\_\_\_
- B. Garage in basement
- C. Stairs

**2. Crawl space**

- A. Cross ventilation

**3. Piers**

- A. Spacing
- B. Diameter
- C. Depth
- D. Type of skirting

\_\_\_\_\_ 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.

## **INSPECTION PROCEDURES MANUFACTURED AND INDUSTRIALIZED HOUSING**

- 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.
- The permit applicant is responsible for scheduling all inspections. If you're using a General Contractor, then she/he should take care of scheduling all the necessary 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.**

1. Footing inspection – To be done after trenching or forming and prior to placing of concrete.  
**Inspector, Patrick Duffy**                      **Phone, 1-800-828-6342**
2. Foundation inspection – french drain and water proofing if full foundation is installed.  
**Inspector, Patrick Duffy**                      **Phone, 1-800-828-6342**
3. Anchoring of structure to foundation.  
**Inspector, Patrick Duffy**                      **Phone, 1-800-828-6342**
4. Electrical inspection – installation of service from supplier to home.  
**Inspector, Patrick Duffy**                      **Phone, 1-800-828-6342**
5. Plumbing connections.  
**Inspector, Patrick Duffy**                      **Phone, 1-800-828-6342**
6. Final inspection – when job is completely finished, prior to occupancy permit and after all other required inspections have been done and approved. Inspections #3, #4, #5 and #6 may be done at the same time.  
**Inspector, Patrick Duffy**                      **Phone, 1-800-828-6342**

**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, Conduit and Lighting Cables
YELLOW	Gas, Oil, Steam, Petroleum or Gaseous Materials, Hazardous Materials
ORANGE	Communication, Alarm or Signal Lines, Cables or Conduit and Traffic Loops
BLUE	Potable Water
PURPLE	Reclaimed Water, Irrigation and Slurry Lines
GREEN	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 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 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

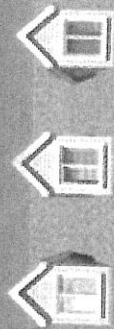
SCHEDULED EXCAVATION DATE AND START TIME - not less than 3 business days or more than 10 business days

DURATION OF A JOB - How long will the job take

ANY ADDITIONAL REMARKS YOU MAY HAVE

You will be given a 10 digit 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



## 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 cleared be sure to check [www.paonecall.org/crosspoor](http://www.paonecall.org/crosspoor) for Call Before You Clear information or call 8-1-1 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.

## 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.



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

## 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 mishaps by dialing 8-1-1. Report emergencies by dialing 9-1-1.

**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**