

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

**DETACHED STRUCTURES (1000 SQ FT OR MORE)  
ACCESSORY TO DETACHED ONE FAMILY DWELLING**

(Shed – Detached Garage – Carports - Greenhouses Under 1000 sq ft are exempt)

- Please read all of the following information. Accessory structures such as gazebos, pavilions, patios 200 Sq Ft or more are NOT EXEMPT and require permitting.
- 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.

\_\_\_\_\_ A site plan showing the proposed detached accessory structure, the outside dimensions of the structure, the distances in feet, to the front, sides, and rear property lines.

\_\_\_\_\_ Two (2) 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 including depth below frost line.
- \_\_\_\_\_ Type of foundation.
- \_\_\_\_\_ Roof rafter size (2x6, 2x8, 2x10, etc).
- \_\_\_\_\_ Rafter spacing (16" on center, 24" on center, etc).
- \_\_\_\_\_ Thickness and type of roof sheathing.
- \_\_\_\_\_ Ceiling joist size and spacing.
- \_\_\_\_\_ Floor joist size and spacing.
- \_\_\_\_\_ Wall sections showing top, bottom plates and headers.
- \_\_\_\_\_ Location and size of all beams, girder/headers.
- \_\_\_\_\_ Sizes of all doors.
- \_\_\_\_\_ Plumbing Plans if applicable.
- \_\_\_\_\_ Mechanical Plans if applicable.
- \_\_\_\_\_ Electrical Plans if applicable.
- \_\_\_\_\_ Wall bracing detail (material, length and fastening).

\_\_\_\_\_ 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 DETACHED ACCESSORY STRUCTURES

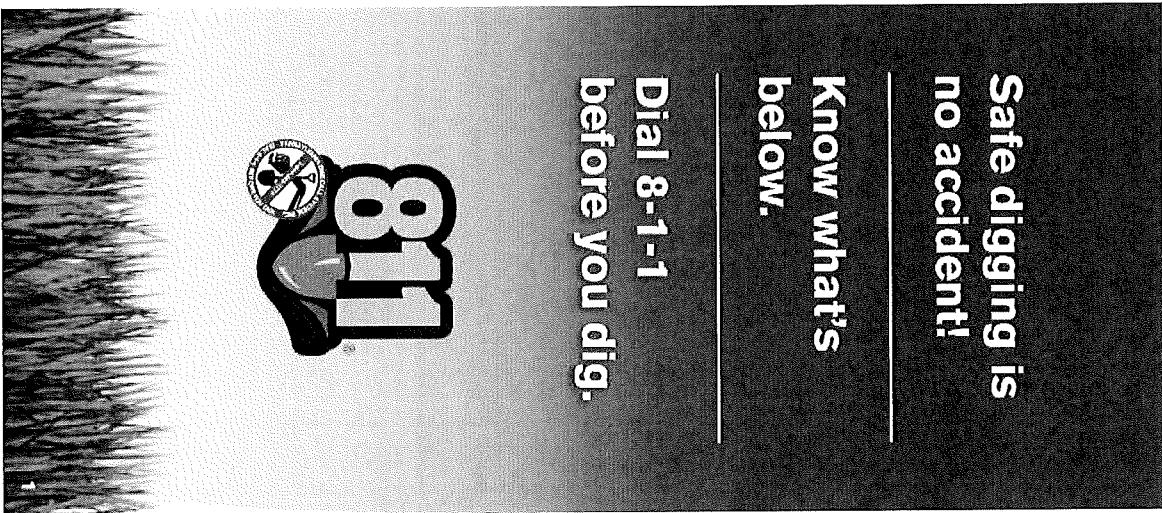
- Building permit must be posted on the site of the work and clearly visible from the road until completion of the project.
- Your approved plans must be available at all times for inspections. These are the plans that were submitted with your application and were marked "Approved" by the Building Code Official.
- The permit applicant or authorized agent is responsible for scheduling all inspections.
- To schedule an inspection call the inspector listed below.
- **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.

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



**Safe digging is  
no accident!**

**Know what's  
below.**

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

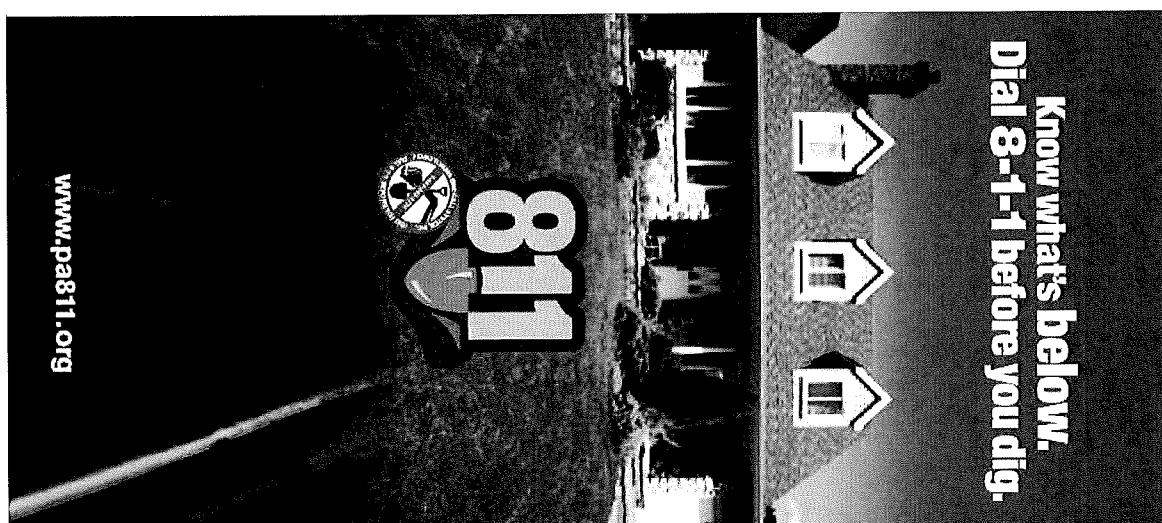
WHITE	Proposed Excavation
PINK	Temporary Survey Markings
RED	Electric Power Lines, Cables, Conduct and Lighting Cables
YELLOW	Gas, Oil, Steam, Petroleum or Glucose Materials, Hazardous Materials
ORANGE	Communication, Alarm or Signal Lines, Cables or Conduct and Traffic Loops
BLUE	Potable Water
PURPLE	Reclaimed Water, Irrigation and Sewer Lines
GREEN	Sewer and Drain Lines

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

#### TEMPORARY MARKING GUIDELINES

**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.

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 services lines you own.
- If you need your service line disturbed or dug, be sure to check with your utility company before you dig.
- If you need to call 8-1-1, dial 1-800-242-1776.
- If you need to call 8-1-1, dial 1-800-242-1776.

## 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.

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 calling 8-1-1. Report emergencies by calling 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**