

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

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

(Shed – Detached Garage – Pavilions – Etc)

- 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.

\_\_\_\_\_ 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.**

1. Footing inspection – To be done after forming and prior to placing of concrete.  
**Inspector: Keith Reiser                      Phone: 1-800-732-6342**
2. Foundation inspection – French drain and water-proofing prior to backfilling.  
**Inspector: Keith Reiser                      Phone: 1-800-732-6342**
3. Plumbing under slab (rough-in) done prior to placing concrete floor.  
**Inspector: Keith Reiser                      Phone: 1-800-732-6342**
4. Electrical – Rough-in To be done prior to insulating.  
**Inspector: Keith Reiser                      Phone: 1-800-732-6342**
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: Keith Reiser                      Phone: 1-800-732-6342**
6. Energy conservation.  
**Inspector: Keith Reiser                      Phone: 1-800-732-6342**
7. Wallboard. Only needed if there is an integral or attached garage.  
**Inspector: Keith Reiser                      Phone: 1-800-732-6342**
8. Final Electrical – When job is completely finished.  
**Inspector: Keith Reiser                      Phone: 1-800-732-6342**
9. Final inspection – When job is completely finished, prior to occupancy permit and after plumbing, mechanical and electrical.  
**Inspector: Keith Reiser                      Phone: 1-800-732-6342**

**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, Cables or Conduit and Traffic Lights
	ORANGE	Communication, Alarm or Signal Lines, Cables or Conduit and Traffic Lights
	BLUE	Possible Water
	PURPLE	Reclaimed Water, Irrigation and Storm 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** - Copying information to specify the size and location of the dig
- 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 NUMBER AND/OR EMAIL ADDRESS** - The phone number and/or email address where you can be reached from the facility where you will be sent to you
- SCHEDULED EXCAVATION DATE AND START TIME** - not less than 2 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 text or email

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



[www.pa311.org](http://www.pa311.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.paonedrain.org/crossboro](http://www.paonedrain.org/crossboro) or Call Service Your Drain.
- Information on calling for more information:

## 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 project is complete, the excavator should remove the flags or marks from the ground or pavement.
- Report mishaps by calling 8-1-1 or by reporting mishaps by calling 8-1-1.

## 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)



**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**