



COMMERCIAL AND MULTI-FAMILY

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

CHECKLIST

SUB-DIVISION AND LAND DEVELOPMENT APPROVAL, IF REQUIRED.

PLAN SUBMITTAL OPTIONS:

PLANS MAY BE SUBMITTED ELECTRONICALLY (PREFERRED METHOD) BY GOING TO MDIA'S WEBSITE, WWW.MDIA.US, AND CLICK ON OFFICES, CLICK ON PLAN REVIEW AND THEN SUBMIT PLANS. IF USING THE ELECTRONIC METHOD, ONCE THE PLANS ARE APPROVED, THEY WILL BE RETURNED TO THE DESIGN PROFESSIONAL AND IT WILL BE THEIR RESPONSIBILITY TO MAKE AS MANY HARD COPIES AS NEEDED AND PROVIDE THEM TO THE BCO AND THE MUNICIPALITY SO THE PERMIT CAN BE ISSUED. NO PERMITS WILL BE ISSUED AND CONSTRUCTION SHALL NOT START UNTIL ALL APPLICABLE FEES ARE PAID. IT IS THEN REQUIRED THAT A COMPLETED SET OF STAMPED PLANS BE ON THE JOBSITE AND MADE AVAILABLE TO THE FIELD INSPECTOR DURING THE CONSTRUCTION.

OR

3 (THREE) COMPLETE PAPER SETS OF SEALED DRAWINGS, INCLUDING SPECIFICATION BOOKS FROM A PA REGISTERED DESIGN PROFESSIONAL THAT SHOW IN DETAIL CODE COMPLIANCE FOR ALL WORK PROPOSED.

REQUIRED:

A SITE PLAN SHOWING THE OUTSIDE DIMENSIONS OF THE PROPOSED STRUCTURE, INCLUDING DISTANCES IN FEET TO THE FRONT, SIDES AND REAR PROPERTY LINES.
LOCATION OF PARKING SPACES, ACCESSIBLE ROUTES, PUBLIC TRANSPORTATION STOPS AND OTHER REQUIRED ACCESSIBILITY FEATURES.
HIGHWAY ACCESS PERMIT PENN DOT/MUNICIPAL, IF REQUIRED.
AUTOMATIC FIRE SPRINKLER SYSTEM DESIGNED IN ACCORDANCE WITH NFPA 13 WHERE APPLICABLE.
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 CITY HALL. 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

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

1. FOOTING — TO BE DONE AFTER FORMING AND PRIOR TO PLACING OF CONCRETE.
2. FOUNDATION INSPECTION — FRENCH DRAIN AND WATER-PROOFING PRIOR TO BACKFILLING.
3. PLUMBING UNDER SLAB (ROUGH-IN) DONE PRIOR TO PLACING CONCRETE FLOOR. INSPECTOR,
4. FRAMING INSPECTION — DONE PRIOR TO INSULATING, BUT AFTER HEATING, PLUMBING AND WIRING ARE ROUGHED IN, AND PRIOR TO ANY EXTERIOR FINISHES BEING APPLIED.
5. ENERGY CONSERVATION.
6. WALLBOARD- ONLY NEEDED IF THERE IS AN INTEGRAL OR ATTACHED GARAGE.
7. FINAL INSPECTION — WHEN JOB IS COMPLETELY FINISHED, PRIOR TO OCCUPANCY PERMIT AND AFTER PLUMBING, MECHANICAL AND ELECTRICAL.

CALL THE CITY INSPECTOR TO SCHEDULE INSPECTIONS AT 814-949-2406 OR 814-949-2456

BEFORE DIGGING CALL 811