

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

**DETACHED STRUCTURES  
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.

\_\_\_\_\_ 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 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 if applicable.

\_\_\_\_\_ Mechanical if applicable.

\_\_\_\_\_ Electrical 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.

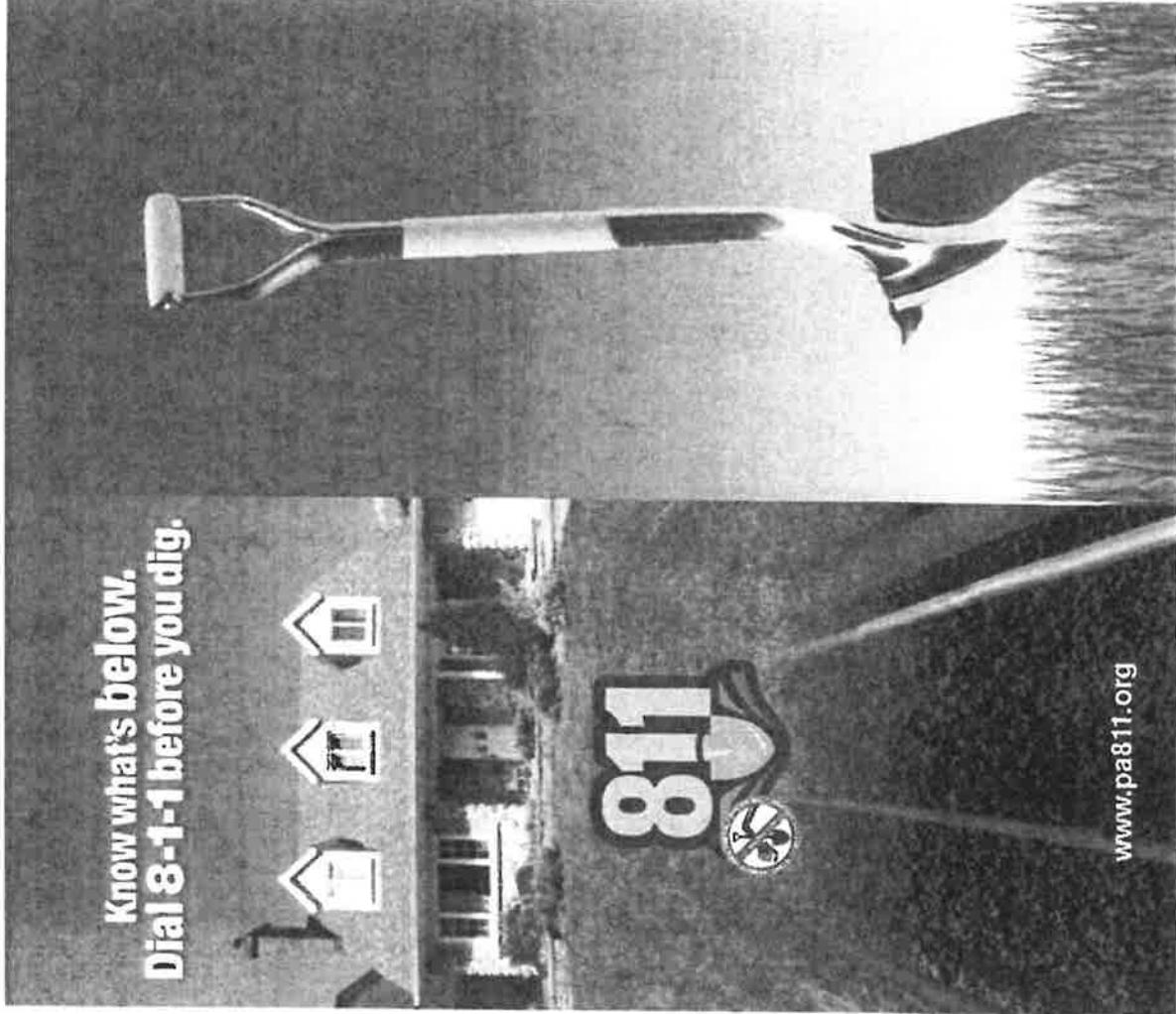
**PLEASE GIVE THREE (3) WORKING DAYS ADVANCE NOTICE**

## **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, Patrick Duffy**                   **Phone, 1-800-828-6342**
2. Foundation inspection – French drain and water-proofing prior to backfilling.  
**Inspector, Patrick Duffy**                   **Phone, 1-800-828-6342**
3. Plumbing under slab (rough-in) done prior to placing concrete floor.  
**Inspector, Allegheny County**           **Phone, Allegheny County**
4. Electrical – Rough-in to be done prior to insulating.  
**Inspector, Jesse Duvuvei**                   **Phone, 1-800-362-6342**
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, Patrick Duffy**                   **Phone, 1-800-828-6342**
6. Energy conservation.  
**Inspector, Patrick Duffy**                   **Phone, 1-800-828-6342**
7. Wallboard. Only needed if there is an integral or attached garage.  
**Inspector, Patrick Duffy**                   **Phone, 1-800-828-6342**
8. Final Electrical - When job is completely finished.  
**Inspector, Jesse Duvuvei**                   **Phone, 1-800-362-6342**
9. Final inspection – When job is completely finished, prior to occupancy permit and after plumbing, mechanical and electrical.

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



#### 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 Gasous Materials, Hazardous Materials, Communication, Alarm or Signal Lines, Cables or Conduit and Traffic Loops
ORANGE	Portable Water
BLUE	Back-filled Water, Irrigation and Sewer Lines
PURPLE	Sewers and Drain Lines
GREEN	

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 the responses from the utilities on the morning of your scheduled excavation date via fax or email

**Safe digging is  
no accident!**

**Know what's  
below.**

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



[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**