

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

**EXISTING COMMERCIAL AND MULTI-FAMILY**

Section (403.42.)

An owner or authorized agent who intends to construct, enlarge, alter, repair, move, demolish, or change the occupancy or use of a commercial building, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical, or plumbing system regulated by the Uniform Construction Code, shall apply to the building code official and obtain the required permits.

A permit applicant shall submit an application to the building code official, and attach construction documents, including sealed plans and specifications if changes are needed to the building to comply with the code for the new occupancy.

A licensed architect or licensed professional engineer shall prepare the construction documents under the architect's licensure law.

This may be submitted in letter form from the architect or engineer if the building complies with the code for the change of use or occupancy. Also submit a copy of the certificate of occupancy issued by the Department of Labor and Industry for the existing building if it is available.

Attached is a check list of required code information needed for review of plans.

- 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

\_\_\_\_\_ Sub-division and land development approval, if required.

Plan Review options:

\_\_\_\_\_ Plans may be submitted electronically at: <https://dropbox.yousendit.com/wexfordoffice1> (NO CD's)

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 **can 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.

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

\_\_\_\_\_ Sewer permit.

\_\_\_\_\_ Workers' compensation insurance certificate or an affidavit of exemption.

\_\_\_\_\_ Location of parking spaces, accessible routes, public transportation stops and other required accessibility features.

\_\_\_\_\_ Highway access permit Penn Dot/Municipal, if required.

\_\_\_\_\_ Plan review/fee (permit clerk will calculate).

\_\_\_\_\_ 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 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  
EXISTING 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 provide a minimum of 24 hours notice when requesting an inspection.

The following inspections, as applicable, are required:

1. Footing inspection – To be done after forming and prior to placing of concrete.  
**John Balser** **Phone, 1-800-662-6342**
  2. Foundation inspection – French drain and waterproofing.  
**John Balser** **Phone, 1-800-662-6342**
  3. Plumbing under slab – Rough-in done prior to placing concrete.  
Water test must be witnessed by inspector.  
**John Balser** **Phone, 1-800-662-6342**
  4. Electrical inspection – Rough-in to be done prior to insulating.  
**John Balser** **Phone, 1-800-662-6342**  
**Bob Gouldsbarry - Rochester Borough Only** **Phone, 1-800-608-6342**
  5. Plumbing inspection – Rough-in to be done prior to insulating.  
Water test must be witnessed by inspector.  
**John Balser** **Phone, 1-800-662-6342**
  6. Mechanical inspection – Rough-in to be done prior to insulating.  
**John Balser** **Phone, 1-800-662-6342**
  7. Framing inspection – Done prior to insulating, but after heating, plumbing and wiring are roughed-in and approved.  
**John Balser** **Phone, 1-800-662-6342**
- Combine Inspections 4,5,6, and 7 if Possible**
8. Energy efficiency inspection – To be done after insulating but before drywall.  
**John Balser** **Phone, 1-800-662-6342**
  9. Wallboard inspection – To be done after fastening all wallboard is but before taping, mudding, etc.  
**John Balser** **Phone, 1-800-662-6342**
  10. Final inspection – When job is completely finished, prior to occupancy permit and after final plumbing and electrical inspection.  
**John Balser** **Phone, 1-800-662-6342**  
**Bob Gouldsbarry (Electrical) - Rochester Borough Only** **Phone, 1-800-608-6342**

## CONSTRUCTION DOCUMENTS REQUIRED

Three (3) complete sets of sealed drawings including specification books from a registered design professional that show in detail code compliance for all the work proposed to include, but not limited to, the following information, as applicable:

- Site plan showing to scale the size and location of all new construction and all existing structures on the site. Distances from lot lines, established street grades and proposed finished grades. All parking including accessible spaces with signage. Accessible paths to entrances.
- Completed building permit application
- Architectural
- Structural
- Electrical
- Mechanical
- Plumbing
- Accessibility (details and elevations of restrooms, checkout counters, etc. and routes with elevations for all accessibility)
- Energy calculations with HVAC & lighting (CommCheck or IECC)
- All signage (tactile exit, restroom, etc.)
- Use group(s) (each area or room) (IBC Chapter 3)
- Building limitation (height & area) (IBC Chapter 5)
- Type of construction (IBC Chapter 6)
- Fire resistant materials & construction (IBC Chapter 7)
- Fire protection system(s) (if required) (IBC Chapter 9)
- Occupant load (each area or room) (IBC Section 1004)
- Department of Health approval for health care facilities prior to submission.
- Special inspections as per IBC section 1704 & 1710.

**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**