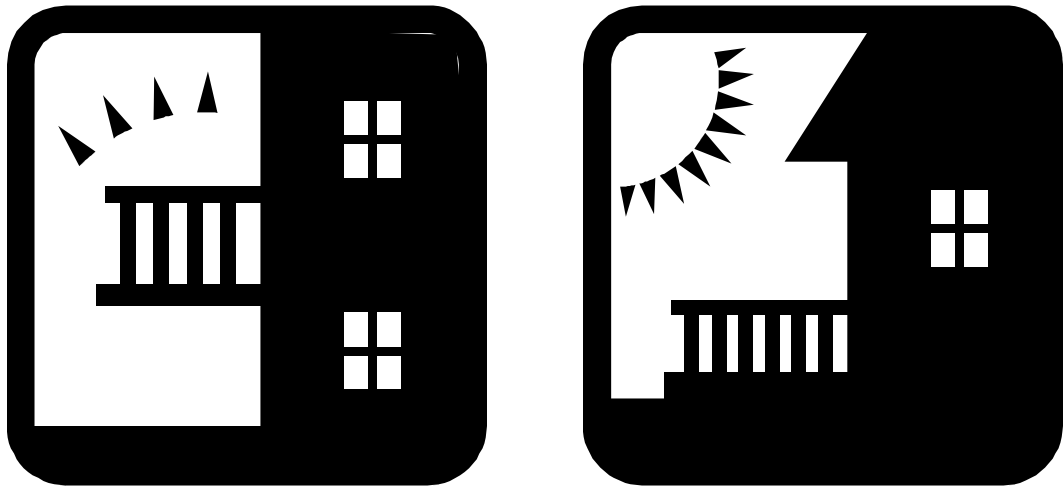


Customer Assistance Guide

Building Permit Application Submittal Requirements for the Construction of a Deck



CUSTOMER ASSISTANCE GUIDE
BUILDING PERMIT APPLICATION SUBMITTAL REQUIREMENTS

DECKS

- Please read all of the following information.
- The following is a checklist. 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 deck, 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 deck, the attached form must be completed and notarized.

_____ A site plan showing the proposed deck, the width and length of the deck, the distances in feet, to the front, sides, rear property lines, and the height of floor surface above grade at highest point.

_____ 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;

- _____ Floor joist size, species and grade of wood.
- _____ Floor joist spacing (16” or center, 24” on center etc:).
- _____ Span of floor joist (clear distance between supports).
- _____ Attachment to existing structure (bolts or lags, with sizes and spacing).
- _____ Depth of post footing below finished grade. (shall be below frost line).
- _____ Guardrail height from floor of deck, (36” minimum)
- _____ Guardrail on stairs (34” minimum measured vertically from nose of tread).
- _____ Spacing of balusters. (maximum 4”).
- _____ Stairs – Riser height and tread depth. (Rise 8 ¼” maximum depth 9” minimum).
- _____ Stairs – Handrail height (from nose of tread, minimum 34”, maximum 38”).
- _____ Handrail grip size – if circular must have a cross section of 1 ¼” minimum to 2” maximum.
- _____ Width of stairs (36” minimum)

_____ 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 DECKS

- 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 Inspection Agency.
- 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.

MINIMUM OF 24 HOUR NOTICE REQUIRED TO **MIDDLE DEPARTMENT INSPECTION AGENCY, INC.**

1. Footing Inspection – Holes must be dug for support posts below frost line. The inspection must be approved prior to placing of concrete.
Inspector, Mark Reese **Phone, 1-866-884-6343**
2. Framing Inspection – At the time of inspection all framing members must be visible. Such as floor joists, joist hangers, attachment to dwelling. (lag bolts etc.)
Inspector, Mark Reese **Phone, 1-866-884-6343**
3. Electrical if applicable.
Inspector, Mark Reese **Phone, 1-866-884-6343**
4. Final inspection – All railings, steps, handrails, guardrails, and decking shall be completed. Inspections #2, #3 and #4 may be conducted at the same time, if all portions of the framing and electrical installation are visible upon completion of the deck.
Inspector, Mark Reese **Phone, 1-866-884-6343**

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