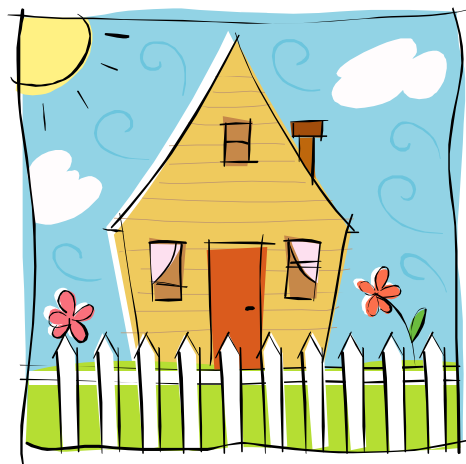




Middlesex Township
Customer Assistance Guide

Building Permit Application Submittal Requirements
for the
Construction of a Single Family Dwelling
(Other than Manufactured or Industrialized Housing)



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

**SINGLE FAMILY DWELLING
(OTHER THAN MANUFACTURED OR INDUSTRIALIZED HOUSING)**

- 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 dwelling, 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 dwelling, the attached form must be completed and notarized.

Sewer permit if applicable. Septic permit if applicable.

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

Three (3) sets of complete construction documents that show in detail code compliance for all of the work proposed to include but not limited to the following information;

If buyer chooses not to install sprinkler a detail of the basement floor ceiling assembly must be submitted. (first floor joist size, species and grade of wood)

Floor plan showing sizes of all rooms.

Footing detail including depth below frost line, thickness, width, and rebar.

Type of foundation, showing type of masonry, waterproofing and anchorage of home to foundation.

Roof rafter size . species and grade of wood.

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 and bottom plates and headers.

Location and size of all beams.

Sizes of all doors.

Window type . including sizes and the net clear opening dimensions of all sleeping room windows (emergency egress).

Smoke alarms and carbon monoxide alarms - number and placement.

Insulation . U - Values for windows, R . Values for exterior walls, attic and foundation.

Heating.

Plumbing.

Electrical.

Stairs (riser height maximum 8 ¼+tread depth minimum 9+)

Stairs . handrail (height from nose of thread min 34+max 38+)

Guardrail (34+minimum measured vertically from nose of thread)

Width of stairs (36+minimum)

Location and size of basement emergency escape opening.

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 stamped 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.

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