

ELECTRICAL PERMIT CHECKLIST

Project Name/Address: _____

PLANS MUST BE APPROVED BY MIDDLE DEPARTMENT INSPECTION AGENCY BEFORE SUBMISSION

- APPLICATION FEE** - \$100.00
- MDIA STAMPED APPROVED PLANS BEFORE SUBMISSION** – 2 COMPLETE SETS
- SMT COMMERCIAL BUILDING APPLICATION FOR BUILDING PERMIT** – FULLY COMPLETED/ SIGNED AND SEALED.
- (2) COMPLETE SETS OF CONSTRUCTION DRAWLINGS INCLUDING SITE PLANS – SIGNED AND SEALED.** – MINIMUM 18" X 24"
- 1 CD/FLASH DRIVE WITH PDF COPY OF ALL PLANTS INCLUDING SITE PLANS**

By signing this document, I acknowledge that any of the above information that is required and not provided will cause unnecessary delay in the review and permitting of the above mentioned project.

Applicant Name and Telephone Number

Applicant Signature

Date

Applicant Email (used to send Certificate of Occupancy after Final Inspection)

Name of person receiving application

Date

Building Code Official Approval

Date



Middle Department Inspection Agency
3901 Hartzdale Dr. Suite 112
Camp Hill, PA 17011
Ron Yoffee

ronaldyoffee@mdia.us
Direct: 717.580.8337
Office: 717.761.5340

Electronic Plan Review Submission

MDIA will conduct Uniform Construction Code plan reviews via electronic media. This letter explains the process for submissions of your documentation should you choose this option.

Please be aware that a UCC Compliance Review Approval does not guarantee a building permit will be issued. All other municipal requirements must be met before a permit is issued.

What Documents You Will Need.

1. You will need to complete a South Middleton Township Commercial Building Permit Application. This application is available at the Municipal website.
2. You will need a complete set of construction documents in pdf format . They must be signed, sealed, dated by a PA Registered Design Professional. UCC 403.42(a)(c).

How You Will Need To Submit The 2 Items Above.

1. Files that are under 5 megabyte can be emailed directly to me at ronaldyoffee@mdia.us
2. You can also send me a link to a private server so I can download your files.
3. You can use a web transfer service to allow me to download the file. I have had good success with " wetransfer.com " of course any comparable service will work.

After I Receive Your File.

1. I will transmit your building permit application to the Building Code Official for the municipality.
2. The Building Code Official will reply to me with one of the following:
 - a. Ok to process for UCC Review.
 - b. Hold UCC Review for other requirements (ie zoning etc.)
 - c. Do not process or review the documents and delete the files.
3. I will notify you of the response from the Building Code Official via email as soon as I receive it.
4. The time limit set forth in UCC 403.43(a) will not commence until the Building Code Official accepts the Building Permit Application and allows the UCC Plan Review process to begin.

How Will I Communicate The Review Status or Areas for Clarification or Revision.

1. During the plan review process, any areas that may require clarification or revision will have the comments embedded directly on the document page in question.
2. Small files under 5mb will be emailed directly to you. Larger files will be provided to you by a link to download.

How Do You Submit Your Documents to the Municipality for Permit Issuance.

1. Currently the municipality does require a hard copy for the their files. The applicant is also responsible for the required construction set of documents that must remain on the construction site UCC 403.43 (c).
2. Your actual submission for permit is subject to change as the electronic plan review process matures. You will be given explicit instructions on how to submit the hard copy plans required by the municipality when the pdf file has been approved and digitally signed for UCC Compliance.

How Do I Pay for the Review.

Once your application is approved for UCC review, you will be notified of the fee due and payment methods. Payment is required prior to releasing the results of the review.
Please feel free to contact me directly with any questions concerning this process.

SOUTH MIDDLETON TOWNSHIP COMMERCIAL BUILDING PERMIT APPLICATION

File #
Permit #
Date:

Site Information:	Project Name: _____														
	Address Number and Street: _____														
	City: _____			State: _____			Zip: _____								
Application Type	<input type="checkbox"/>	Addition			<input type="checkbox"/>	Foundation Only Approval			<input type="checkbox"/>	Other _____					
	<input type="checkbox"/>	Alteration/Renovation			<input type="checkbox"/>	New Building									
	<input type="checkbox"/>	Change of Use			<input type="checkbox"/>	Repair									
	<input type="checkbox"/>	Demolition/Wrecking			<input type="checkbox"/>	Structure Relocation									
Use/Occupancy Classification: <small>Check box to left of applicable group. Check all that apply.</small>	<input type="checkbox"/>	A-1	<input type="checkbox"/>	B	<input type="checkbox"/>	H-1	<input type="checkbox"/>	I-1	<input type="checkbox"/>	R-1	<input type="checkbox"/>	S-1	Day Care Occupancies <input type="checkbox"/> R-3 <input type="checkbox"/> I-2 Child Care <input type="checkbox"/> E <input type="checkbox"/> I-4 Adult Care <input type="checkbox"/> I-4 Child Care		
	<input type="checkbox"/>	A-2	<input type="checkbox"/>	E	<input type="checkbox"/>	H-2	<input type="checkbox"/>	I-2	<input type="checkbox"/>	R-2	<input type="checkbox"/>	S-2			
	<input type="checkbox"/>	A-3	<input type="checkbox"/>	F-1	<input type="checkbox"/>	H-3	<input type="checkbox"/>	I-3	<input type="checkbox"/>	R-3	<input type="checkbox"/>	U			
	<input type="checkbox"/>	A-4	<input type="checkbox"/>	F-2	<input type="checkbox"/>	H-4	<input type="checkbox"/>	I-4	<input type="checkbox"/>	R-4					
	<input type="checkbox"/>	A-5			<input type="checkbox"/>	H-5	<input type="checkbox"/>	M							
Type of Construction per Chapter 6 of the International Building Code	<input type="checkbox"/>	IA		<input type="checkbox"/>	IIA		<input type="checkbox"/>	IIIA		<input type="checkbox"/>	IV		<input type="checkbox"/>	VA	
	<input type="checkbox"/>	IB		<input type="checkbox"/>	IIB		<input type="checkbox"/>	IIIB				<input type="checkbox"/>	VB (Check all that apply)		
Special Requirements and Documentation	Check each block below indicating that all of the following will be submitted with this application:														
	<input type="checkbox"/> Two (2) Complete sets of construction drawings-Hard Copy-Fully Bound (min. 18"x24")														
	<input type="checkbox"/> One (1) Electronic Set of All Construction drawings-(PDF Type on CD)														
	<input type="checkbox"/> One (1) completed copy of the UCC Plan Review Checklist														
	<input type="checkbox"/> One (1) set of specifications (only if new building, addition, or alteration.)														
	Does this construction involve modular units built in a factory?				<input type="checkbox"/> Yes <input type="checkbox"/> No				If "Yes," submit 1 copy of a letter from a licensed design professional certifying that construction within the modular units (or the fully assembled modular building) and hidden from view will fully comply with all requirements of the UCC.						
	Is this construction regulated by the Health Care Facilities Act?				<input type="checkbox"/> Yes <input type="checkbox"/> No				If "Yes," submit 1 copy of approval letter from the Pennsylvania Department of Health.						
	Is this construction exempt from energy code requirements?				<input type="checkbox"/> Yes <input type="checkbox"/> No				If "Yes," submit 1 copy of a letter indicating that the building or structure will use neither electricity nor fossil fuels, and thus is exempt per <i>ASHRAE 90.1</i> , §2.3(B). If "No," submit 1 copy of the COMcheck-EZ Certificate.						
Is Project in flood hazard area?				<input type="checkbox"/> Yes <input type="checkbox"/> No				If "Yes," submit 1 copy of the flood hazard certifications mandated in Section 1612.5 of the <i>International Building Code</i> .							
Are any of the <i>International Building Code</i> (Chapter 17) special inspection or structural observations required?				<input type="checkbox"/> Yes <input type="checkbox"/> No				If "Yes," submit 1 copy of the South Middleton Township Special Inspections Observations Statement .							
Will an alternative construction method or material be used on this project?				<input type="checkbox"/> Yes <input type="checkbox"/> No											

Special Requirements and Documentation (Continued)	Is this application for "phased approval"? <input type="checkbox"/> Yes <input type="checkbox"/> No	If "Yes," submit a letter signed by the design professional and owner acknowledging that the issuance of a permit for phased construction provides no assurance that the Township will grant approval of any UCC permits needed to complete the construction, and that the design professional and owner will ensure that the building/structure fully complies with all UCC requirements before occupancy.
---	---	--

Project Data	Lot Number: _____ Block Number: _____ Minimum setbacks required by South Middleton Township Zoning Ordinance (in feet): Front: _____ Rear: _____ L Side: _____ R Side: _____ Square feet of conditioned space: _____ Square feet of unconditioned space: _____ Number of stories above grade: _____ Does it have a basement? <input type="checkbox"/> Yes <input type="checkbox"/> No Total floor area (square feet) _____ Floor area new construction (square feet) _____ Floor area of addition (square feet) _____ Floor area altered/renovated (sq. feet) _____ Number of multi-family dwelling units: _____ Number of accessible dwelling units: _____ Fire Suppression: <input type="checkbox"/> Full <input type="checkbox"/> Partial <input type="checkbox"/> None If application applies to an existing building that is "legally occupied", include permits held: L & I Fire and Panic Occupancy Permit File Number _____ South Middleton Township Occupancy Permit Permit Number _____ If "legally occupied" you must select which design code requirements the building will comply with (choose only one): <input type="checkbox"/> International Existing Building Code All work shall comply with the 2015 International Codes, Accessibility shall comply with the 2018 <i>International Building Code</i> Chapter 11 and Appendix E, and ICC/ANSI A117.1-2009 Gas Provider: _____ Electricity Provider: _____	
		Total Square Footage of Project: <hr/> Estimated Construction Cost for Entire Project: \$ _____

Deferred Submissions	If you are not submitting plans and other documentation for any of the items listed below with this application, check the appropriate box below and indicate this on the first page of each building plan set. <input type="checkbox"/> Fire Alarm System <input type="checkbox"/> Sprinkler System <input type="checkbox"/> Truss Drawings
-----------------------------	---

Design Professional In Responsible Charge	Name: _____ Address: _____ PA Lic. #: _____ E-mail: _____ Phone: _____ Fax: _____	Place Architect's or Engineer's Seal Here
--	--	--

Owner's Certification:

Owner's Signature (must be owner)

Date

If the owner is a corporation, a copy of a corporate resolution or bylaws authorizing the person to act on the corporation's behalf shall be submitted.

Authorized Agent:

If the owner wishes to designate individual(s) to act on their behalf, it shall be indicated below. If the owner is a corporation, a copy of a corporate resolution or bylaws authorizing the person to act on the corporation's behalf shall be submitted.

Architect: _____
Name(s)

Attorney: _____
Name(s)

Engineer: _____
Name(s)

Consultant: _____
Name(s)

Contractor/: _____
Name(s)

Other: _____
Name(s) & Occupation(s)

Applicant's Certification:

As the Owner or the authorized agent of the project for which this application is filed, I certify that:

1. The estimated construction cost and all other information provided as part of this application for a building permit is correct.
2. The building or structure described in this application will not be occupied until all known code violations are corrected and a Certificate of Occupancy has been received from South Middleton Township.
3. This project will be constructed in accordance with the approved drawings and specifications (including any required non-design changes) and the Uniform Construction Code standards as specified in 34 PA Code, Chapters 401-405.
4. Any changes to the approved documents will be filed with South Middleton Township.
5. If the licensed architect or engineer in responsible charge of this construction should change, written notice of the change will be provided to South Middleton Township.
6. When required, up to 20% of the total cost of any work performed on an area of primary function in an existing building will be expended to provide an accessible route to the area of primary function.
7. No error or omission in either the drawings and specifications or application, whether approved or not, shall permit or relieve me from constructing the work in any manner other than provided for in 34 PA Code, Chapters 401-405.

Applicant Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ Fax: _____

E-mail Address: _____

Applicant Signature: _____

Date: _____