#### **CUSTOMER ASSISTANCE GUIDE BUILDING PERMIT APPLICATION SUBMITTAL REQUIREMENTS** MANUFACTURED AND INDUSTRIALIZED HOUSING

	<ul> <li>The fo</li> </ul>	llowing is	he following informa a checklist. You mu application.		" in all the sections list	ed below prior to
	and th "Certif	ey have vicate of Ir	vorkers' compensati surance" showing	ion, have the contracto proof of such. If the	or or their insurance ca	onstruct your structure, arrier provide us with a ractor without workers' d and notarized.
	the fro	ont, side a		es; and the height of t		ure, distances in feet to ade at highest point on
	Septic	permit if	applicable	Sewer permit if a	applicable.	
	propos Installa	sed, to inc ation shall Footing Size of Type, si A copy Electrica Plumbir Mechar Main ex	lude but not limited comply with Title 2detail. Thickness a masonry units for foze, and placement of the manufacturer al. Service size	to the following inform 4 CFR 3285 (see attace and depth below frost list undation (piers or full to of anchorage for the st and location  anding on exterior (req	ched form). (New Hom- ne. foundations). ructure to the foundati estallation instructions.	es) on.
	EXTER		Floor joist spacing of Span of floor joist (or Depth of post footing Guardrail height from Spacing of baluster Stairs – Riser height Stairs – Handrail height Handrail grip size – maximum.  Width of stairs (36"	ccies and grade of wood (16" or center, 24" on on clear distance between the proof of the content of the conten	center etc:). n supports). e.	nximum 38") ninimum to 2"
			Type of Four	ndation (circle the type	you are using)	
<u>1.</u>	Set on full bas	<u>ement</u>		2. Crawl space	3. Piers	
Α.			de wall R-values)	A. Cross ventilati	on A. Spacing	
	no B. Garage in C. Stairs	basemen			B. Diameter C. Depth D. Type of s	
	Comp	leted build	ding permit applicati	on.		-

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 MANUFACTURED AND INDUSTRIALIZED HOUSING

- 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.
- The permit applicant is responsible for scheduling all inspections. If you're using a General Contractor, then she/he should take care of scheduling all the necessary inspections.
- 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 trenching or forming and prior to placing of concrete.

Inspector, Chris House

Phone, 1-800-922-6342

2. Foundation inspection – french drain and water proofing if full foundation is installed.

Inspector, Chris House

Phone, 1-800-922-6342

3. Anchoring of structure to foundation.

Inspector, Chris House

Phone, 1-800-922-6342

4. Verification of field connected crossovers, structural connections, etc Inspector, Chris House Phone, 1-800-922-6342

5. Electrical inspection – installation of service from supplier to home.

Inspector, Chris House Phone, 1-800-922-6342

6. Plumbing connections.

Inspector, Chris House

Phone, 1-800-922-6342

7. Final inspection – when job is completely finished, prior to occupancy permit and after all other required inspections have been done and approved. Inspections #3, #5, #6 and #7 may be done at the same time. All utilities and fuel systems shall be operational. Provide completed installers certificate and HUD form 309.

Inspector, Chris House

Phone, 1-800-922-6342

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

### HUD Manufactured Home Installation Certification And Verification Report

### U.S. Department of Housing and Urban Development Office of Manufactured Housing Programs

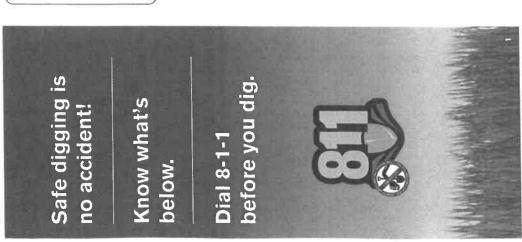
OMB	Approval	No.	2502	-0578
	Expi	ires	07/31	/2022

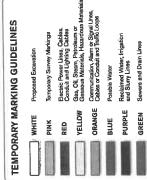
The Manufactured Housing Installation Program Regulations 24 CFR Chapter XX Part 3286 Sections 111 and 411 require the licensed installer certify that the manufactured home has been installed and inspected in accordance with the regulations. The Manufactured Housing Installation Program Regulations 24 CFR Chapter XX Part 3286 Subpart F requires a qualified inspector verify that the manufactured home has been installed in accordance with the requirements of Part 3286 and Part 3285. The information collected here will ensure that the licensed installers and qualified inspectors inspect the minimum elements for compliance. The public record burden for the collection of information is estimated to average 3.5 hours per response including the time to review instructions, search existing data sources, gather and maintain the data needed, and complete and review the collected information. Response to this information is mandatory. This agency may not collect this information, and you are not required to complete this form, unless the form displays a currently valid OMB control number.

Certification Label Number(s) include all zeros and agency prefix)	you are not required to complete this form, u Manufacturer's Serial Number(s) (Include all letters and numbers)				Tano		-/INVI HUI	negi.
		(Installer Name)					(HUD License No.)	
Iomeowner Name)	(State)	(Inspector Name)				(Sta		(State)
Street Address)	(City) (Zip)	(Street Add	iress)					(Phone)
Initial Inspection								
Inspec	Inspector Verification Installer			er Certification				
Site foca	ation with respect to home design and construction	□ Pass		□ N/A	D Pass	□ Fail	□ N/A	
	eration of site specific conditions	□ Pass	_	□ N/A	□ Pass	□ Fail	□ N/A	
24 CFR drainage	3285 Subpart C - Site preparation and grading for e	D Pass	o Fail	□ N/A	□ Pass	□ Fail	□ N/A	
24 CFR	3285 Subpart D - Foundation construction	□ Pass	□ Fail	· D N/A	□ Pass	□ Fail	□ N/A	
24 CFR	3285 Subpart E - Anchorage	□ Pass	□ Fail	□ N/A	□ Pass	□ Fail	□ N/A	
	3285 Subpart F - Optional features (Skirting, etc.)	□ Pass	□ Fail	□ N/A	□ Pass	□ Fail	□ N/A	
	R 3285 Subpart G - Completion of ductwork, plumbi	ng, pass	□ Fail	□ N/A	□ Pass	□ Fail	□ N/A	
24 CFR	R 3285 Subpart H - Completion of electrical system	□ Pass	□ Fail	□ N/A	□ Pass	□ Fail	□ N/A	
24 CFF	R 3285 Subpart I - Exterior and interior close-up	□ Pass	□ Fail	□ N/A	□ Pass	□ Fail	□ N/A	
Comple	etion of operational checks and adjustments	□ Pass	□ Fail	□ N/A	□ Pass	□ Fail	□ N/A	1
the inspector discovers that a lesign and instructions that ha	be completed and initialed by the inspecto ny item during the Initial Inspection fails to ave been certified by a professional en	comply w	th the n	nanufacti d archite	arer's inst	tallation istallatio	inetaretic	ons or with an installabe reinspected after
f the inspector discovers that and design and instructions that hat nstallation is corrected.	ny item during the Initial Inspection fails to	o comply wi	egistere	d archite	ct, the in	stallatio	instruction must	be reinspected after
f the inspector discovers that and design and instructions that han stallation is corrected.  Briefly describe the work that dissheet(s) if necessary.  3. Inspector Verification I have performed a visual inspector the minimum elements noted a design and instructions that has been prepared and certified by a level of protection for resider chapter. It is a crime to knowin	ny item during the Initial Inspection fails to ave been certified by a professional en	spection, in 3.507, of the 3.507 of the 3.508 approve and approve intect that his the protection	egistered spector e manuf items a d by the ave bee	must initi must initi factured I bove have DAPIA n approv ded by the	nome inst	tallation tallation nstalled tallation manufal installation	instruction must in comparing the comparing terms of the comparing t	be reinspected after bliance. Attach additional above. I have inspected and instructions that ind the DAPIA as provided to the DAPIA as provided to the DAPIA as provided to the DAPIA.
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Distribution: Installer, Retailer, Purchaser





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

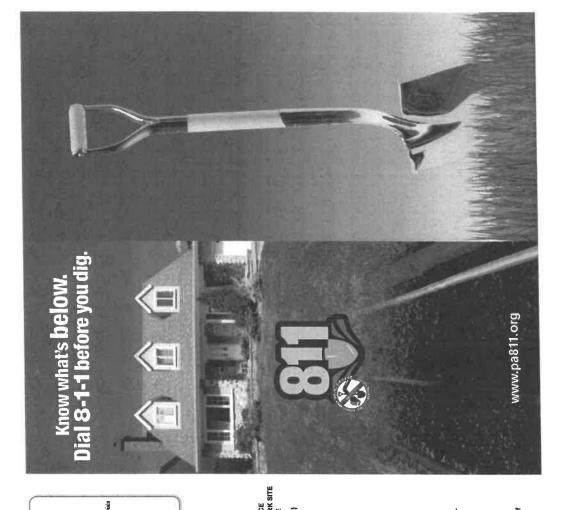
WORK WILL TAKE PLACE
THE ADDRESS WHERE THE WORK WILL TAKE PLACE
THE NEAREST INTERSECTING STREET TO THE WORK SITE
THE NAME OF A SECOND INTERSECTION NEAR THE

WORK SITE PROPOSED EXCAVATION AREA (WORK SITE)
IS THE PROPOSED EXCAVATION AREA (WORK SITE)
MARKED IN WHITE - YOS O'NO
OTHER INFORMATION THAT WOULD HELP THE
COCATOR FIND THE SITE - Clarifying information to
specify the sease closation of the original information to
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specify the sease closed of the WORK WILL TAKE PLACE IN: Sireal.
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THE EXTRUTO OF THE EXCAVATION - The approximate
size of the opening, the eight and width of claimster
THE METHOD OF EXCAVATION - How will the senth be

WHO IS THE WORK BEING DONE FOR PERSON TO CONTACT IF THE UTILITIES HAVE DUESTIONS UDDESTIONS THE CONTACT PROPERSON TO CONTACT PERSON'S PHONE NUMBER. The THE CONTACT PERSON'S PHONE NUMBER - The FAX NUMBER ANDION EMAIL ADDRESS. The FAX NUMBER ANDION EMAIL ADDRESS. The SCHEDULED EXCAVATION DATE AND START TIME.

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 dail and our aystem will serial you the responses from the utilities on the monting of your exhedited excavation date via fax or email



# What do we do?

We are the "Call before you dig!" company for all of Pennsylvania. If you plan to disturb the earth with powered equipment, you are required by Pennsylvania law to notify the underground utility companies of your intent to do so. Notification occurs by calling 8-1-1 or 1-800-242-1776, 24 hours of the day, every day of the year. Notification can also be done on our website at www.paonecall.org.

We will then notify the utility companies nearby of your intent to dig. The utility companies are responsible to mark where their underground lines are located with colored flags, paint or chalk.

## Please Note:

- PA One Call does not mark
- In some cases, the utility company may not mark the
- service lines you own.

  If you need your sewer drain cleared be sure to cwww.paonecall.org/cross for Call Before You Clear information or call 811 fo

## Why should you call?

Safe digging is no accident! If you are installing a fence or deck, or digging for a mailbox post, patio or other excavation project, it is important to Know What's Below. Dial 8-1-1 or 1-800-242-1776 before you dig. The utility companies do not want an accident, either. The best way to learn where underground utility lines are located is to call before you dig.

# For more information, visit www.pa811.org



## Homeowner Quick Tips

- One easy phone call to 8-1-1 three to ten business days before digging begins helps keep your neighborhood safe.
- Call on Monday or Tuesday if you plan to dig on Saturday or Sunday.
- The utility companies will mark where their underground lines are located with colored paint, flags or chalk.
- Do not remove the flags if you see them in your yard.
- Our service is no cost to homeowners.
- Did you hire someone to install your fence, deck or new patio? Ask to see the PA One Call serial number before allowing them to dig on your property.

# The Excavator's Responsibility

- Dial 8-1-1 or 1-800-242-1776.
- Do not allow anyone to excavate on your property without calling.

Always look for the markings on

- the ground before your dig date.

  If you do not see markings, do not allow anyone to dig. Wait for the lines to be marked by the utility.
- Whoever places the call will receive an email or fax with a list of facility owners who have marked or have not marked.
   Pay attention to this message.
- Respect the markings by not removing flags or disturbing the actual markings.
- Exercise care around the marked lines by hand digging.
- When the project is complete, the excavator should remove the llags or marks from the ground or payement.
- Report mishaps by dialing 8-1-Report emergencies by dialing 9-1-1.

### THIS FORM REQUIRES A NOTARY SEAL

### AFFIDAVIT OF EXEMPTION

insurance ur		is not required to provide workers compensation nsylvania's Workers' Compensation Law for one of the				
	perform any work pursua workers' compensation i	ning own work. If property owner does hire contractor to uant to building permit, contractor must provide proof of insurance to the municipality. Homeowner assumes ompliance 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.					
		er the Workers' Compensation Law. All employees of m workers' compensation insurance (attach copies of 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				