

# Permit Application



Customer Number if known 

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Number \_\_\_\_\_

MDIA Office \_\_\_\_\_

## Location of Proposed Work or Improvement

Municipality\* \_\_\_\_\_ County\* \_\_\_\_\_

Site Address\* \_\_\_\_\_ Tax Parcel # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

Lot # \_\_\_\_\_ Subdivision/Land Development \_\_\_\_\_ Phase \_\_\_\_\_ Section \_\_\_\_\_

Owner\* \_\_\_\_\_ Phone #\* \_\_\_\_\_ Fax # \_\_\_\_\_

Email\* \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

Principal Contractor\* \_\_\_\_\_ Phone #\* \_\_\_\_\_ Fax # \_\_\_\_\_

Email\* \_\_\_\_\_

Mailing Address\* \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

Design Professional/Architect\* \_\_\_\_\_ Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

Email\* \_\_\_\_\_

Mailing Address\* \_\_\_\_\_ City \_\_\_\_\_ State\* \_\_\_\_\_ Zip code \_\_\_\_\_

### Type of Work or Improvement\* (Select all that apply)

- |                 |               |            |            |            |                 |        |
|-----------------|---------------|------------|------------|------------|-----------------|--------|
| New Building    | Addition      | Alteration | Repair     | Demolition | Relocation      | Energy |
| Foundation Only | Change of Use | Plumbing   | Mechanical | Electrical | Fire Protection |        |

Describe the proposed work:

### Estimated Cost of Construction\* (reasonable fair market value. Must be entered.)

a. Structural Cost \$ \_\_\_\_\_

Installation(s) not included in above cost

b. Electrical \$ \_\_\_\_\_

c. Plumbing \$ \_\_\_\_\_

d. Heating, Air Conditioning \$ \_\_\_\_\_

e. Other \_\_\_\_\_ \$ \_\_\_\_\_

**Total Cost of Project (a+b+c+d+e)** \$ \_\_\_\_\_

**Description of Building Use \*(Select One)**

Residential

- One-Family Dwelling (R-3)
- Two-Family Dwelling (R-2)
- Multi-Family (R-2)
- Hotels (R-1)

Non-Residential

Specific Use: \_\_\_\_\_

Use Group: \_\_\_\_\_

Change in Use:                      Yes                      No

If YES, Indicate Former: \_\_\_\_\_

Maximum Occupancy Load: \_\_\_\_\_

Maximum Live Load: \_\_\_\_\_

**Building/Site Characteristics**

**Number of Residential Dwelling Units:** \_\_\_\_\_ Existing                      \_\_\_\_\_ Proposed

**Mechanical:** Indicate Type of Heating/Ventilating/Air Conditioning (*i.e., electric, gas, oil, etc.*) \_\_\_\_\_

**Water Service:** (Select)    Yes    No

**Sewer Service:** (Select)    Yes    No    Septic Permit # \_\_\_\_\_

**Does or will your building contain any of the following:**

**Fireplace(s):** Number \_\_\_\_\_ Type of Fuel \_\_\_\_\_ BTU's \_\_\_\_\_ Type Vent \_\_\_\_\_

**Elevator/Escalators/Lifts/Moving walks:** (Select)                      Yes                      No

**Sprinkler System:**                      Yes                      No

**Pressure Vessels:**                      Yes                      No

**Refrigeration Systems:**                      Yes                      No

**BUILDING DIMENSIONS**

Existing Building Area: \_\_\_\_\_ sq.ft.    Number of Stories: \_\_\_\_\_

Proposed Building Area: \_\_\_\_\_ sq.ft.    Height of Structure Above Grade: \_\_\_\_\_ ft.

Total Building Area: \_\_\_\_\_ sq.ft.    Area of Largest Floor: \_\_\_\_\_ sq.ft.

**FLOODPLAIN**

- Is the site located within an identified flood prone area? (Select One)                      Yes                      No
- Will any portion of the flood prone area be developed? (Select One)                      Yes                      No                      N/A

Owner/Agent shall verify that any proposed construction activity complies with the requirements of the National Flood Insurance Program and the Pennsylvania Flood Plain Management Act (Act 166-1978), specifically *Section 60.3 (d)*.

**HISTORIC DISTRICT**

Is the site located within a Historic District?                      Yes                      No

If any construction is within a Historic District, a certificate of appropriateness may be required by the Municipality.

The applicant certifies that all information on this application is correct and the work will be completed in accordance with the "approved" construction documents and PA Act 45 (Uniform Construction Code) and any additional approved building code requirements adopted by the Municipality. The property owner and applicant assumes the responsibility of locating all property lines, setback lines, easements, rights-of way, flood areas, etc. Issuance of a permit and approval of construction documents shall not be construed as authority to violate, cancel or set aside any provisions of the codes or ordinances of the Municipality or any other governing body. The applicant certifies he/she understands all the applicable codes, ordinances and regulations.

Application for a permit shall be made by the owner or lessee of the building or structure, or *agent* of either, or by the *registered design professional* employed in connection with the proposed work.

**I certify that the code administrator or the code administrator's authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit.**

\_\_\_\_\_  
Signature of Owner or Authorized Agent\*

\_\_\_\_\_  
Print Name of Owner or Authorized Agent\*

\_\_\_\_\_  
Address\*

\_\_\_\_\_  
Date\*

\_\_\_\_\_  
Designated Municipal Official

Date\*

Directions to Site:

\* Indicates required field.

# PA – UCC GRACE PERIOD CONTRACT VERIFICATION FORM

Pennsylvania adopted the 2021 ICC Building Codes – Effective January 1, 2026.

**Beginning January 1, 2026**, all building permit applications will be reviewed and inspected under the 2021 ICC Codes as adopted by the PA-UCC. However, Pennsylvania state law allows a 6-month 'Grace Period' for projects that were already under contract before January 1, 2026. This form allows applicants to confirm that their project qualifies for review under the 2018 ICC Building Code. \* **Documentation verifying contract date will be required after April 1<sup>st</sup>, 2026, to review permit under 2018 codes.** \*

**Please complete the form below.** Your signature serves as the official certification. The box checked below will indicate whether your project will be reviewed under the 2018 or 2021 building codes.

**\*\*\* If you choose not to submit this form with your building permit application, your project will be reviewed and inspected to the 2021 ICC Building Codes. \*\*\***

**Note:** If you have any questions about these options below or the grace period, please contact your designer or contractor for confirmation.

**Project Address:** \_\_\_\_\_  
*Street address*  
\_\_\_\_\_  
*City, State, Zip Code*

**Print Name of Authorized Agent/Applicant:** \_\_\_\_\_

**Signature of Authorized Agent/Applicant:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Please select ONE

This project **was** under contract prior to 1/1/2026 \*, and the permit should be reviewed under the **2018 codes**.

\* **Submittals after April 1<sup>st</sup>, 2026 must provide documentation verifying contract date.**

This project was under contract prior to 1/1/2026, and I would like the permit to be reviewed under the **2021 codes**.

This project was **not** under contract prior to 1/1/2026, and I understand that the permit will be reviewed under the **2021 codes**.



By signing this form, I certify that, to the best of my knowledge, the information provided is true and accurate. I also acknowledge that inaccurate or incomplete information may result in delays or additional actions. Middle Department Inspection Agency is not responsible for verifying contract details or liable for issues arising from incorrect information I provide.