

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

**SWIMMING POOLS (IN-GROUND OR ABOVE-GROUND),
SPAS AND HOT TUBS (CONTAINS WATER OVER 24 INCHES DEEP)**

- 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 pool, 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 pool, the attached form must be completed and notarized.
- _____ A site plan showing the proposed pool, hot tub or spa location including the distances in feet, to the front, sides and rear property lines.
- _____ Two (2) 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;
- _____ Safety barrier – show type for your specific pool installation, (fence, walls, etc.) including height. (Barrier requirements attached).
- _____ If installing deck at pool – take submittal requirements for deck also.
- _____ Electrical service (pump, filter, receptacles, etc.) show location and type of wiring method. (Electrical requirements attached).
- _____ 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 SWIMMING POOLS, SPAS AND HOT TUBS

- 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 Code Official.
- The permit applicant or authorized agent is responsible for scheduling all 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.

ALL POOLS:

1. Electrical Inspection – A. Bonding all metal parts (rebar if concrete, ladder, etc) associated with pool prior to placing concrete. B. Underground to be inspected prior to cover.
Inspector: Brian Rearick **Phone: 1-800-682-6342**

2. If Installing Deck Around Or Next To Pool – Use inspection procedure for decks also.
Inspector: Brian Rearick **Phone: 1-800-682-6342**

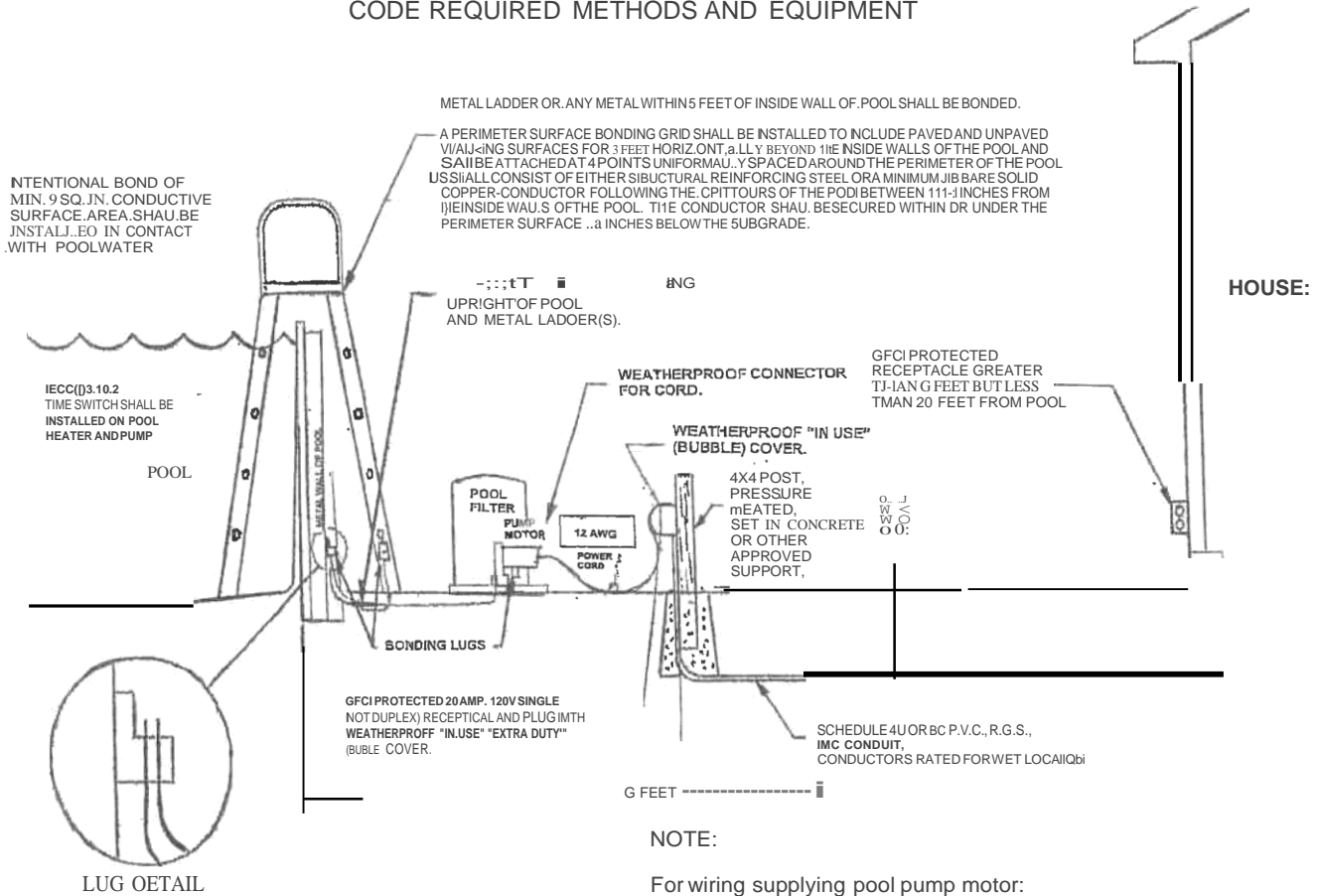
3. Safety Barrier Inspection – Done prior to filling pool with water.
Inspector: Brian Rearick **Phone: 1-800-682-6342**

4. Final Electrical
Inspector: Brian Rearick **Phone: 1-800-682-6342**

5. Final Inspection – When job is completely finished, prior to occupancy permit and after electrical inspection.
Inspector: Brian Rearick **Phone: 1-800-682-6342**

BEFORE DIGGING CALL 811 – SEE ATTACHED BROCHURE

TYPICAL WIRING DIAGRAM FOR AN ABOVE-GROUND POOL SHOWING CODE REQUIRED METHODS AND EQUIPMENT



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