



**Middle Department Inspection Agency
3901 Hartzdale Drive, Suite 112, Camp Hill, PA 17011
717.761.5340**

Electronic Plan Review Submission Penn Township

MDIA can provide Uniform Construction Code plan reviews via electronic media on behalf of Penn Township. 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 Penn Township building permit application and commercial plan review application. These applications are available at the Municipal Website- <http://www.penntwp.com/Applications-Forms.html>
2. You will need a complete set of construction documents in pdf format . They must be unlocked, signed, sealed, dated by a PA Registered Design Professional. UCC 403.42(a)(c).

How Will You Submit the 2 Items Above ?

1. Files that are under 10 megabytes can be emailed directly to MDIA at these email addresses. saraviozzi@mdia.us and ronaldyoffee@mdia.us . Please be sure to include BOTH email addresses to assure delivery to MDIA and processing.
2. You can also send the above email addresses a link to a private server so we can download your files.
3. If you do not have access to either 1 or 2 above, MDIA can furnish you with direct a file link.

After We Receive Your File.

1. We will transmit your building permit application and authorization to proceed request to Mr. Robert Smith - rsmith@penntwp.com. You will be cc'd on this correspondence for tracking purposes.
2. Mr. Smith will reply with one of the following :
 - a. Ok to process for UCC Review.
 - b. Hold UCC Review for other requirements (i.e., zoning etc.)
 - c. Do not process or review the documents and delete the files.
3. The time limit set forth in UCC 403.43(a) will not commence until the Mr. Smith accepts the Building Permit Application and allows the UCC Plan Review process to begin.



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How Will MDIA Communicate the Review Status or Areas for Clarification or Revision ?

1. During the plan review process, any areas that may require clarification or revision could have comments embedded directly on the document page in question, or you may simply receive a *request for information* document.
2. You will receive an email of either approval or information request once the plans have been reviewed. Your plans will be provided to you either pass or fail via file link. You will need to download your file from the provided link.

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

1. Penn Township will require a hard copy for their files. MDIA does not transmit the approved documents directly to the municipality at present time. Currently that is the sole responsibility of the permit applicant. The applicant is also responsible for the required **approved** construction set of documents that must remain on the construction site UCC 403.43 (c).
2. You will need to arrange an appointment with Mr. Smith at Penn Township to arrange for municipal fee payment, approved hard copy plan delivery and permit acquisition.