CUSTOMER ASSISTANCE GUIDE
BUILDING PERMIT APPLICATION SUBMITTAL REQUIREMENTS

DEMOLITION CONSTRUCTION GUIDELINES

- Notify PA One Call at 800-242-1776 or at www.paonecall.org at least 3 days prior to start of any demolition or excavation.

- Identify the type and location of site utilities such as gas, electric, water service lateral, public sewer lateral, on-lot well or on-lot sewer system on the site plan.

- Utility Disconnections: Service utility connections shall be disconnected and capped in accordance with the approved rules and requirements of the applicable governing authority. International Building Code Section 3303.6.

- Identify on the site plan if any existing underground or aboveground storage tanks. (combustible and flammable liquids) are present on the property. A separate permit shall be applied for and obtained prior to removal of any storage tanks. Permit shall be obtained from the Pennsylvania Department of Labor and Industry.

- Asbestos shall be removed in accordance with Pennsylvania Department of Environmental Protection Air Quality's regulations. View the department's website at http://www.depweb.state.pa.us/dep/site/default.asp. Asbestos removal is regulated by the Department of Labor and Industry. Call Pennsylvania Department of Labor and Industry at 717-772-3396 for more information.

- Pedestrian Protection: The work of demolishing and building shall not commence until pedestrian protection is in place. Refer to Section 3306 of the 2015 IBC for specific protection requirements. IBC Section 3303.2.

- Site Maintenance: Where a structure has been demolished or removed, the vacant lot shall be filled and maintained to the existing grade. Only clean fill is to be used in backfilling of demolished structures. IBC Section 3303.4.

- Water accumulation: Provisions shall be made to prevent the accumulation of water or damage to any foundations on the premises or the adjoining property. IBC 3303.5.

- Future construction (if applicable) requires backfilling with approved engineered fill or excavation to virgin soil.

BEFORE DIGGING CALL 811 – SEE ATTACHED BROCHURE

Safe digging is no accident!

Know what's below.

Dial 8-1-1 before you dig.

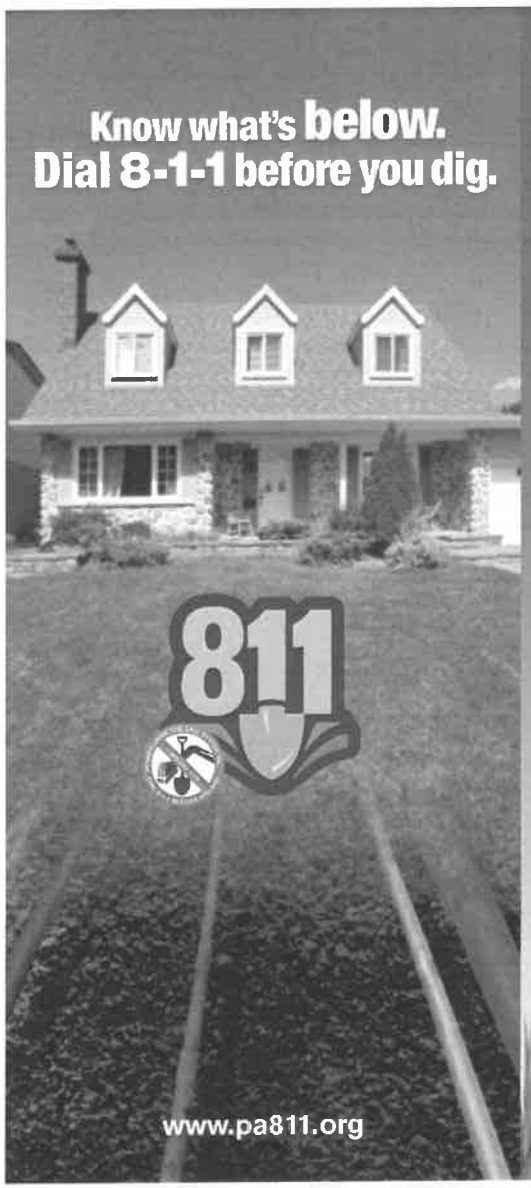
TEMPORARY MARKING GUIDELINES

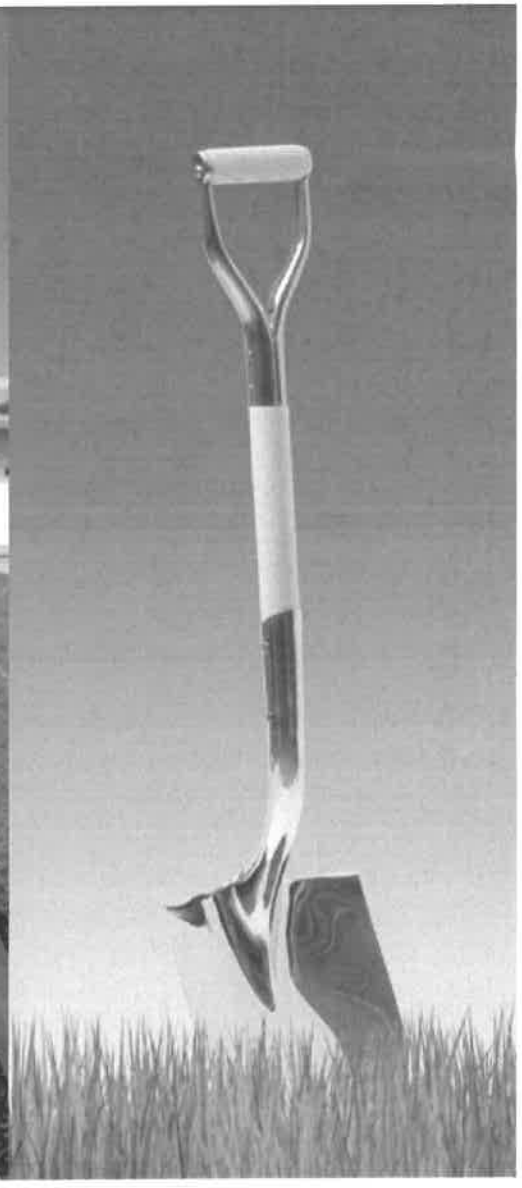
WHITE	Proposed Excavation
PINK	Temporary Survey Markings
RED	Electric Power Lines, Cables, Conduit and Lighting Cables
YELLOW	Gas, Oil, Steam, Petroleum or Gaseous Materials, Hazardous Materials
ORANGE	Communication, Alarm or Signal Lines, Cables or Conduit and Traffic Loops
BLUE	Potable Water
PURPLE	Reclaimed Water, Irrigation and Slurry Lines
GREEN	Sewers and Drain Lines

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
IS THE PROPOSED EXCAVATION AREA (WORK SITE) MARKED IN WHITE – *Yes or No*
OTHER INFORMATION THAT WOULD HELP THE LOCATOR FIND THE SITE - *Clarifying information to specify the exact location of the dig*
THE TYPE OF WORK BEING DONE
WHETHER THE WORK WILL TAKE PLACE IN: *Street, Sidewalk, Public or Private Property*
THE APPROXIMATE DEPTH YOU ARE DIGGING
THE EXTENT OF THE EXCAVATION - *The approximate size of the opening; the length and width or diameter*
THE METHOD OF EXCAVATION - *How will the earth be moved*
WHO IS THE WORK BEING DONE FOR
PERSON TO CONTACT IF THE UTILITIES HAVE QUESTIONS
THE CONTACT PERSON'S PHONE NUMBER - *The phone number with area code for daytime contact*
THE BEST TIME TO CALL
FAX NUMBER AND/OR EMAIL ADDRESS - *The responses from the facility owners will be sent to you*
SCHEDULED EXCAVATION DATE AND START TIME – ***not less than 3 business days or more than 10 business days.***
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 call and our system will send you the responses from the utilities on the morning of your scheduled 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 utility lines.
- In some cases, the utility company may not mark the service lines you own.
- If you need your sewer drain cleared be sure to check www.paonecall.org/crossbore for Call Before You Clear information or call 811 for more information.

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 flags or marks from the ground or pavement.
- Report mishaps by dialing 8-1-1. Report emergencies by dialing 9-1-1.

DEMOLITION PERMIT CHECKLIST AND CONSTRUCTION GUIDELINES

Complete the following checklist for the building demolition. Items that require an acknowledgement only mark with your initials. Items which do not apply, mark with "N/A" or not applicable.

_____ Completed permit application form with the required permit fee.

_____ Three (3) site plans clearly identifying the location and footprint square footage of the structure(s) being demolished.

_____ Acknowledge that the electrical service has been disconnected by the serving utility.

_____ Acknowledge that the gas service has been disconnected by the serving utility.

_____ When on-lot septic systems are present: (1) Tanks must be pumped. (2) any associated piping must be removed and properly disposed of, and (3) tanks must be removed and properly disposed of or abandoned in-place with holes punched in the tank bottom and filled with clean fill.

_____ When public sewer is present and the lateral is being abandoned: Laterals must be capped at the public main as directed by local sewer authority.

_____ On-lot wells to be abandoned shall have the pump removed: the shaft shall be filled with clean stone and permanently capped 12" below finished grade.

Authorized Agent/Property Owner Signature _____

Date _____