



Middle Department Inspection Agency  
3901 Hartzdale Dr. Suite 112  
Camp Hill, PA 17011  
Office: 717.761.5340

### Electronic Plan Review Submission

MDIA will conduct Uniform Construction Code plan reviews via electronic media. 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 available at <http://www.penntwp.com/Applications-Forms.html> and a MDIA building permit application available at [www.mdia.us](http://www.mdia.us).
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 You Will Need To Submit The 2 Items Above.**

1. Files that are under 10 megabyte can be emailed directly to [saraviozzi@mdia.us](mailto:saraviozzi@mdia.us) and cc: [mdiacamphill@mdia.us](mailto:mdiacamphill@mdia.us). Please be sure to include BOTH email address to ensure delivery to MDIA and processing.
2. Another option; you can e-mail a link to a private server so I can download your files or we could provide you a Dropbox folder where you can drag your files.

#### **After I Receive Your File. \*\*\* This is contingent on the area and may not be applicable for your review \*\*\***

1. I will transmit your building permit application to the Building Code Official, Mr. Robert Smith; [rsmith@penntwp.com](mailto:rsmith@penntwp.com)
2. Mr. Smith will reply to me with one of the following:
  - a. Ok to process for UCC Review.
  - b. Hold UCC Review for other requirements (ie zoning etc.)
  - c. Do not process or review the documents and delete the files.
3. I will notify you of the response from Mr. Smith via email as soon as I receive it.
4. The time limit set forth in UCC 403.43(a) will not commence until Mr. Smith accepts the Building Permit Application and allows the UCC Plan Review process to begin.

#### **How Will I Communicate The Review Status or Areas for Clarification or Revision.**

1. During the plan review process, any areas that may require clarification or revision will have the comments embedded directly on the document page in question.
2. Files will be provided to you by a link to download.

#### **How Do You Submit Your Documents to the Municipality for Permit Issuance.**

1. 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 construction set of documents that must remain on the construction site UCC 403.43 (c).
2. Once approved by MDIA the application will then go through Penn Township review. When complete, the applicant will be notified of costs and were to pay and pick up your permit.