



RESIDENTIAL PERMIT REQUIREMENTS: CLASS 2 STRUCTURES AND THEIR ACCESSORY BUILDINGS

PERMIT EXPIRATION: Construction must commence within six (6) months of issuance and be completed within one (1) year of issuance (City Code §150.28).

EVERYTHING ON THIS LIST MUST BE INCLUDED WITH YOUR PERMIT APPLICATION OR YOUR PERMIT WILL BE DELAYED.

All new residential homes require a receipt from Greensburg Municipal Water & Sewage Showing that:

- Connection fees have been paid
- Copy of approved erosion control permit (for any lot over one (1) acre
 - Erosion control application(s) should be returned to the Greensburg Water Office, 314 W. Washington St., Greensburg, IN 47240

Building Plans (Construction Plans) are required for the following and should be submitted digitally:

- New Single-Family Residence
- Duplex (Two-Family) Residence
- Townhome
- Detached Garages and Carports
- Accessory Structures such as storage buildings
- Additions
- Alteration of a Dwelling (e.g. structural modifications, load-bearing wall removal, window/door openings in exterior wall)
- Porch (open or enclosed) or patio enclosures

DIGITAL BUILDING PLANS MUST INCLUDE:

1. Site Plan (Plot Plan) drawn to scale showing the following:
 - Building setbacks
 - Dimensions from all existing buildings and proposed building to property lines
 - Lot drainage
 - Driveway
 - Sidewalks
 - *Note: For all structures adjacent to a road, the building's lowest elevation that is adjacent to and facing a road shall be a minimum of 2 feet above the road elevation (elevation of gutter at the center of the lot) as per City of Greensburg Stormwater Technical Standards Chapter 10.*
 - *Code sections referenced below are found in the 2020 Indiana Residential Code (675 IAC 14-4.4) The 2020 Indiana Residential Code (675 IAC 14-4.4 may be viewed for free at the following link.*
<https://www.in.gov/dhs/boards-and-commissions/fpbcs-rules/>
2. **The following are required as applicable based on the building:**
 - Total square footage
 - Square footage of each floor, basement (if applicable) garage, porch, deck

- Total square footage of addition
- Total square footage of detached accessory building (garage, storage building)
- Elevations of the proposed building or addition
- Attached garages – Fire -Resistant Construction (R302.5 & R302.6)
 - Opening protection between dwelling and garage.
 - Fire separation between dwelling and garage.

3. Footing/Foundation details:

- Footing width, depth, and any reinforcement (size & number of reinforcements)
- Foundation wall
 - Masonry:
 - Masonry unit's size
 - Number and size of reinforcement (rebar)
 - Cast in place concrete:
 - Wall thickness
 - Wall height
 - Number and size of reinforcement (rebar)

4. Basement Plan (if applicable):

- Wall material type
 - Masonry wall indicating size of masonry units
 - Number and size of reinforcement (rebar)
 - Anchor bolt detail (bolt size & embedment depth)
- Cast in place concrete indicating:
 - Wall thickness and wall height
 - Number and size of reinforcement (rebar)
 - Foundation damp proofing and drainage
 - Anchor bolt detail (bolt size & embedment depth)
 - Escape and Rescue opening (R-310)
 - Net clear opening area
 - Sill height above finished floor
 - Window well size
 - Ladder and steps
 - Sill height above floor
- Location of any under slab plumbing and size of piping

5. Crawl Space Plan (Under-Floor Space – R408)

- Crawl space access opening, location and opening size
- Location of required sump pump
- Vented crawl space (R408.2) provide the following:
 - Calculation of required ventilation
 - Location of crawl space vent opening
 - Size of crawl space vent opening
- Unvented crawl space (R408.3) provide the following:
 - Crawl space access opening location and opening size
 - Indicate the method to achieve requirements for an unvented crawl space.

6. Floor plan:

- Show each floor labeling each room and space
- Indicate location of windows and doors
- Indicate location and size of emergency escape and rescue openings for sleeping rooms.
- Cross-section drawing of the structure showing footing through shingles indicating:
 - Nominal dimension (width x depth) of all framing members for floors, walls, ceiling, and roof.
 - Floor joist, support beams & posts layout (deck included).
- Stairway detail indicating the following (R311.7 & R312)
 - Stairway width
 - Rise of stairs
 - Depth of stair tread
 - Stair nosing
 - Height of handrail
 - Open side of stairs – guardrail height and vertical spacing.
- Pre-engineered structural components
 - Pre-engineered roof truss plans certified (signed & sealed) by an Indiana Licensed Design Professional.
 - Truss layout plan
 - Pre-engineered floor truss plans certified (signed & sealed) by an Indiana Licensed Design Professional
 - Floor Truss layout plan
- I-Joist – Provide manufacturer installation instruction

7. Wall Bracing Plan (R602.10)

8. Electrical Plans:

- Electrical service size in AMP's and volts.
- Location of:
 - Meter base
 - Electrical panel
 - Receptacles (outlets) Ground Fault Circuit Interrupter (GFCI's)
 - Smoke Alarm (R314)
 - Carbon Monoxide Alarm (R315)

9. Plumbing Plans:

- Location of:
 - Plumbing fixture
 - Water heater (tank or tankless and fuel source)
 - Sump pump
 - Ejector pump

10. Mechanical Plans:

- Location of furnace
- Furnace fuel type
- Duct material

11. Energy Code Compliance:

- New single-family dwelling, two-family dwelling or town home, submit Res-check Energy Compliance Report: based upon the 2018 International Residential Code (adopted as the 2020 Indiana Residential Code at 675 IAC 14-4.4.
- Signed Energy Certificate demonstrated compliance with current Indiana Energy Code requirements.

PLAN REVIEW & INSPECTIONS (IC 36-7-2.5):

IC 36-7-2.5-19 APPLICANT MAY USE PRIVATE PROVIDER (Effective 1-1-2026)

Sec. 19. An applicant may use a private provider to perform a plan review, an inspection, or both, regardless of whether the unit is able to conduct the activity or activities within the time set forth in section 18 of this chapter. The cost of any plan review or inspection performed by a private provider is at the applicant's own expense. The unit may also charge the applicant a convenience fee as provided in section 20 of this chapter. *As added by P.L. 146-2025, SEC. 4*

Date _____

City of Greensburg, Indiana Building Permit Application

PERMIT # _____

Greensburg Building Department
314 W Washington St
Greensburg, IN 47240

Phone: (812)-662-8495
Fax: (812)-662-6925

Instructions: **1. Print all information in INK. 2. Complete ALL information unless indicated otherwise. If the numbered item does not apply, please mark N/A. 3. Place an X in the box corresponding to your response. 4. Questions? Call the Building Department.**

1. Owner

Name: _____

Address: _____

Email: _____

Phone: _____

Location of Construction Activity

Address: _____

Lot Number: _____

Subdivision: _____

2. Nature of Structure

Principal Structure Accessory Structure

3. Type of Structure

Other

New Addition Remodel/Alteration/Repair

Modular Pool Deck Porch

4. Area (measured in square feet)

	New Structure	Addition Remodel
1 st Floor	_____	_____
2 nd Floor	_____	_____
3 rd Floor	_____	_____
Basement	_____	_____
Garage	_____	_____
Total Sq. Ft.	_____	_____
New Garage	_____	_____
Deck	_____	_____
Porch	_____	_____
Storage Building:	_____	_____

6. Intended use of the structure (only one)

Residential: _____ 1 Family: _____ 2 family _____

Commercial: _____ Multifamily _____ #of units _____

Office: _____ Warehouse: _____

Retail: _____ Hotel/Motel _____

Manufacturing _____ Other _____

Professional _____ Restaurant _____

SPECIAL USE:

Church _____ School _____

Other: _____

7. Contractor Responsible for Permit

Name _____

Contact person: _____

Address: _____

Phone # _____

Email: _____

Sub Contractor (s)

Electrical _____

HVAC: _____

Plumbing: _____

License # _____

8. Value of this construction project (DO NOT INCLUDE LOT)

\$ _____

Please fill in ALL Numbered Items. If it does not apply, please mark N/A.

I hereby certify that I have the authority to make the foregoing application, that all accompanying documents are accurate and correct, and that all construction will comply with all of the ordinances currently adopted by the City of Greensburg, IN. I further certify that all drainage will be controlled per construction plans, subdivision plans, or prudent erosion control plan methods. I further certify that the structure or portion of the structure under construction will not be used or occupied in any manner until all inspections have been made and a Certificate of Occupancy has been issued by the Building Department.

Contractor Signature: _____ Owner/Agent Signature: _____

CITY USE ONLY:

Application Release Date _____ State Release # _____ Permit# _____ Fee Amount _____

Initial _____ Subdivision _____ Township _____ Tax ID# _____ Zoning _____

Flood Hazard Area: Y ___ N ___ Off St. Parking required _____

Approval needed of Planning Commission/BZA/variance approval need? Y ___ N ___

Prescriptive Compliance Report Form

(Please note that this form is only required if you have chosen the *prescriptive* compliance path.)

In the table below, indicate the proposed values of insulation, fenestration, and other components in your proposed home. Please note that such components shall meet or exceed the performance of the prescribed values. If you have any clarifications, please note them in the comment section. Finally, the building plans shall show the materials and methods you use to complete this form.

- I am selecting the Simulated Performance (N1105) or Energy Rating Index (1106) and have attached the appropriate reports (Section N1102 will not apply)**

IEC SECTION #	COMPONENT DESCRIPTION	PRESCRIBED VALUE	PROPOSED VALUE or √	COMMENT
N1101.14	Certificate (Mandatory)			A permanent certificate shall be completed by the builder and posted on a wall in the space by the furnace, a utility room or other approved location.
TABLE N1102.1.2	Fenestration U-Factor	0.35		
	Skylight U-Factor ^a	0.60		
	Ceiling R-Value	38		
	Wood Frame R-Value	20 or 13 + 5 ^f		
	Mass Wall R-Value ^d	13/17		
	Floor R-Value	30 ^e		
	Basement Wall R-Value ^f	10/13		
	Slab R-Value & Depth ^g	10; 2 feet		
	Crawl Space Wall R-Value	10/13		
TABLE N1102.4.1.1	Air Barrier and Insulation Installation			
N1103.3.1	3" Dia and Above Supply & Return Attic Ducts R-Value.	8		
	3" Dia and Below Supply Ducts R-Value	6		
N1104.1.1	High-efficacy lamps in permanently installed light fixtures – Percentage	90%		
N1102.2.4	Access Hatches and Doors			Doors shall be weather-stripped and insulated to the level of ceiling insulation. A wood frame or equivalent retainer is required around the access when loose-fill insulation is used.

N1105 or N1106	Simulated Performance or Energy Rating Index Prior to final approval (see full text)	
N1102.	Insulation Visual Inspection by Greensburg Building Inspector	
N1103.3.3 & 4	Sealing: Ducts shall be tested (see full text)	
	Exception: A duct test is not required if ducts and equipment are within the <i>conditioned</i> space	

- a. R-values are minimums. U-factors are maximums. Batts compressed into a framing cavity such that the R-value is reduced by R-1 or more shall be marked with the compressed batt R-value in addition to the full thickness R-value
- b. The fenestration U-factor column excludes skylights.
- c. The first R-value applies to continuous insulation, the second to framing cavity insulation; either insulation meets the requirement.
- d. Minimum of R-5 shall be provided under the full slab area of heated slabs in addition to the required slab edge insulation R-value for slab as indicated in the table. The slab edge insulation for heated slabs shall not be required to extend below the slab.
- e. R-30 or insulation sufficient to fill the framing cavity, R-19 minimum.
- f. "13+5" means R-13 cavity insulation with an additional R-5 insulated sheathing applied to the exterior of the wall. If structural sheathing covers, 25 percent or less of the exterior, R-5 sheathing is not required where structural sheathing is used. If structural sheathing covers more than 25 percent of the exterior, structural sheathing shall be supplemented with insulated sheathing of at least R-2.
- g. The second R-value applies when more than half the insulation is on the interior.

IMPORTANT: Code sections referred to in this document do not contain the entire code or exact wording. Additional code requirements may apply and are the responsibility of the Owner and/or General Contractor in charge of the work being done. Please see the full code context for updates, exceptions, alternatives, and other applicable requirements.

DATE	SIGNATURE	
	PRINTED NAME	
	COMPANY NAME	
PERMIT NUMBER	SITE ADDRESS	

BUILDING INSPECTIONS

PLEASE READ THOROUGHLY AND HAVE ITEMS IN PLACE BEFORE INSPECTOR ARRIVES

CITY OF GREENSBURG POLICIES AND PROCEDURES

GENERAL REQUIREMENTS:

1. Scheduling of inspections is the RESPONSIBILITY of the person or parties receiving permits.
2. All permits are good for one (1) year from the date of issue and must be posted in the front window. IF NOT POSTED NO INSPECTION WILL BE MADE.
3. All sites must have trash containment at all times.
4. All sites must have a port-a-let or fully functioning plumbing at all times.
5. All work and inspections must be completed within the one-year permit period or new permits must be obtained.
6. Inspections will be made between the hours of 8:00 AM & 4:00 PM. Monday through Friday. All inspections will occur on the day scheduled. The Inspector may be late from time to time, WORK SHALL NOT continue until the inspector has passed the work.
7. Residential (New builds, additions & remodels) - See the required inspections in the attachment.
8. Decks – See the required inspections in the attachment.
9. Modular or Manufactured homes – See the required inspections in the attachment.
10. Pools- See the required inspections in the attachment.
11. Commercial- (New builds, additions, and remodels), see the required inspections below. The Building Inspector will determine if any additional inspections are needed.
12. No facility or building will be occupied or used before a final occupancy permit is issued. A fine of up to \$2500.00 may be assessed if the structure is occupied prior to the issuance of a Certificate of Occupancy. (See §150.99) (B). A temporary Certificate of Occupancy may be issued solely at the discretion of the City's Building Official.
13. All inspections will be done per the City and State building rules, codes, standards, and regulations adopted in chapter §150 of the City of Greensburg Code of Ordinances.
14. A fine will be assessed (See §150.99 (A) for late or skipped inspections.
15. A fine of \$100 will be assessed for all failed inspections. A Certificate of Occupancy will not be issued until all fines are paid.

FOOTING INSPECTIONS: You must have a Footing Inspection prior to placing concrete.

Inspector will check trench depth, width, ground moisture content, and compaction; the correct placement of rebar; the correct stepping of footing and removal of vegetation; drainage from the foundation wall (FINAL GRADE IS SET AT THIS TIME).

FOUNDATION WALL INSPECTION: You must have a Foundation Wall Inspection prior to the framing on, or backfilling a basement, crawl space, slab-on grade, monolithic. Inspector will check walls, piers, damp proofing, anchor bolts, sump pits, drainage tile, and insulation (IF APPLICABLE).

UNDER-SLAB MECHANICAL INSPECTIONS: You must have an Under-Slab Mechanical Inspection as per all applicable mechanical codes prior to placing aggregate over mechanicals.

CONCRETE FLOOR SLAB INSPECTIONS: You must have an Inspection on any Concrete Floor Slab prior to the concrete being placed. Inspector will check the removal of vegetation, the vapor retarder, concrete depth, reinforcement, and insulation.

ROUGH-IN-INSPECTIONS ALL TRADES: You must have a Rough-In Inspection prior to installing insulation or wallboard. The inspector will check the framing of the floor system, (note: floor joist and beams on a crawl space will need to be inspected prior to sub-floor installation) wall system, (including exterior water-resistive barriers (WRB) & flashings), ceiling & roof system. The inspector will also check the electric, plumbing, and HVAC rough-ins, including above ceiling.

INSULATION INSPECTIONS: You must have an insulation inspection prior to attaching any interior cladding. Inspector will check the compliance report; R-values; fire caulking, and interior air sealing (caulking).

POOL INSPECTIONS: Manufacturer's installations and/or detailed plans are required. Minimum of two (2) inspections, bonding inspection and pool final (Safety barrier as per code).

DECK INSPECTIONS: Inspector will check the post hole depth and footing, framing, deck final, and electrical (if applicable).

ELECTRICAL UPGRADE INSPECTION: All electrical upgrade inspections must be scheduled with the Utility Company and Building Inspector.

MODULAR & MANUFACTURED HOMES INSPECTION: Footings for piers, deck post holes, deck, meter base, final building, and certificate of occupancy.

GARAGE FLOOR DRAINS: Require an inspection permit through the water office. (See § 50.005)

FINAL INSPECTION: YOU MUST HAVE AND PASS A FINAL INSPECTION PRIOR TO OCCUPYING A NEW HOME, ADDITION, GARAGE, OR ANY OTHER STRUCTURE. This is an inspection of the final product. All phases of the work must be completed. The building or structure must be ready for occupancy.