**COMMERCIAL PERMIT REQUIREMENTS**

* **SET OF DIGITAL BUILDING PLANS (MUST INCLUDE):**

Plat of proposed construction (remodel, addition, and new) location showing lot boundaries, dimensions of proposed building or addition, distances from property lines, and any other structures on the site. Accessible parking and the accessible route shall be indicated.

Drawings shall be to scale, numbered, and need to include information on all areas for which a permit is being sought.

* All four (4) elevations
* Foundation/Basement Plan
* Floor plan of each floor showing window and door locations
* Cross-section drawing of the structure showing footing thru shingles indicating:

Size and thickness of all members used in construction

* Total square footage per first floor, second floor, basement, mezzanines, decks, garages, pole barns, etc.
* Electrical (Generators, transfer switches, signage, outlets, GFCIs, smoke detectors and alarms, meter base and specify the location of the service panel, etc.
* Plumbing layout (size of drain, grease traps, backflow prevention, size of water line & locations)
* Mechanical diagram showing the location of the furnace, water heater, refrigeration, etc.
* Automatic Fire Suppression (i.e. Sprinkler, Wet-chemical, dry-chemical, clean-agent, etc.)
* Hoods (Type I, Type II, Laboratory, etc.)
* Storage Tanks (Above ground, underground) along with types of liquids/chemicals stored
* Plans should have an index sheet and which codes are used.
* Manufactured truss drawings (engineers drawing)
* Energy ComChecks per Section 5.7 of the Indiana Energy Conservation Code

(http://www.energycodes.gov/comcheck/download.stm) Select ASNI 90.1-2007

 Building Envelope

 Mechanical Equipment- (HVAC, economizers, water heating)

 Interior Electrical- (lighting and controls)

 Exterior lighting

Floodplain Information (if applicable)

 FIRM checked

 Floodplain Administrator Consulted (building commissioner)

 Federal, State, and Local Special Flood Hazard Areas requirements met

* MS4 Information

Consult with MS4 coordinator

For plans requiring Rule 5 preapproval and plans to CCSWCD

* BMP/Erosion plans a large project acknowledged

**PERMIT APPLICATION**

CONTRACTOR INFORMATION MUST BE ON THE BUILDING PERMIT APPLICATION:

* Electrical Contractor
* Plumbing Contractor and License
* HVAC Contractor

**RECEIPTS FROM GREENSBURG MUNICIPAL WATER & SEWAGE SHOWING THAT:**

* CONNECTION FEES HAVE BEEN PAID
* COPY OF APPROVED EROSION CONTROL PERMIT

EROSION CONTROL APPLICATION(S) SHOULD BE RETURNED TO THE OFFICE OF THE WATER AND SEWAGE AT 314 W. WASHINGTON STREET, GREENSBURG. FEES AND APPLICATION MUST BE TURNED IN BEFORE A BUILDING PERMIT WILL BE ISSUED.

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

Date\_\_\_\_\_\_\_\_\_\_\_\_ **City of Greensburg, Indiana** PERMIT # \_\_\_\_\_\_\_

 **Building Permit Application**

**Greensburg Building Department Phone: (812)-662-8495**

**314 W Washington St Fax: (812)-662-6925**

**Greensburg, IN 47240**

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 6. Intended use of the structure (only one)**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_` Residential: \_\_\_\_\_\_ 1 Family: \_\_\_\_\_\_ 2 family \_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Commercial:\_\_\_\_\_\_ Multifamily\_\_\_\_ #of units \_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Office: \_\_\_\_\_\_\_\_\_\_\_\_ Warehouse: \_\_\_\_\_\_\_\_\_\_\_\_

Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Retail: \_\_\_\_\_\_\_\_\_\_\_\_ Hotel/Motel \_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Manufacturing\_\_\_\_\_ Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Location of Construction Activity**  Professional\_\_\_\_\_\_\_ Restaurant \_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **SPECIAL USE:**

Lot Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Church\_\_\_\_\_\_\_\_\_\_\_\_\_ School \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Subdivision: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Other: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **Nature of Structure**

\_\_\_ Principal Structure \_\_\_ Accessory Structure **7.** **Contractor Responsible for Permit**

1. **Type of Structure**  Name **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

\_\_\_ Other Contact person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_New \_\_\_Addition \_\_\_Remodel/Alteration/Repair Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_Modular \_\_\_Pool \_\_\_Deck \_\_\_ Porch Phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Area (measured in square feet** **Sub Contractor (s)**

**New Structure Addition Remodel** Electrical \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 1st Floor \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_ HVAC: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 2nd Floor \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ Plumbing: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 3rd Floor \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ License # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Basement \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ **8. Value of this construction project (DO NOT INCLUDE LOT)**

 Garage \_\_\_\_\_\_\_\_\_\_\_\_\_ ­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Total Sq. Ft. \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ **Please fill in ALL Numbered Items. If**

 New Garage \_\_\_\_\_\_\_ Deck \_\_\_\_\_\_\_ Porch\_\_\_\_\_\_\_\_ **it does not apply, please mark N/A.**

 Storage Building: \_\_\_\_\_\_\_\_\_\_\_ Patio \_\_\_\_\_\_\_\_\_\_\_\_

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\_\_\_

**BUILDING INSPECTIONS**

PLEASE READ THOROUGHLY AND HAVE ITEMS IN PLACE BEFORE INSPECTOR ARRIVES

The Building Official is hereby authorized and directed to enforce the provisions of this code. The building official shall have the authority to render interpretations of this code and to adopt policies and procedures to clarify the application of its provisions. Such interpretations, policies, and procedures shall be in conformance with the intent and purpose of this code. Such policies and procedures shall not have the effect of waiving requirements specifically provided for in this code.

**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 below.
8. Decks – See the required inspections below.
9. Modular or Manufactured homes – See the required inspections below.
10. Pools- See the required inspections below.
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.