**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.**