



HAMILTON COUNTY
PLAN COMMISSION

**Required Information for a
Commercial Building Permit**

The following information must be included when returning your application.

- A completed **BUILDING PERMIT APPLICATION** (signed and dated). Please include the full mailing address (city, state, zip codes) for the property owner and contractor.
- One (1) copy of the **RECORDED DEED FOR THE PROPERTY**.
- Two (2) copies (one hard copy and one pdf.) of the **SITE PLAN** - to scale, showing:
 1. Outline of the entire property,
 2. Location of all site improvements: (all buildings, mini barns, drives, parking areas, new buildings, pools, lakes, etc.,
 3. All easements,
 4. Set back distance from property lines to proposed improvement/building,
 5. Location of septic tank, field, and well if applicable.
 6. Maximum size 11 by 17. Folded to 8 1/2 by 11.
- One (1) copy of the **SEPTIC PERMIT** (obtained from the Indiana State Health Department at 1330 W. Michigan Road, Indianapolis, and the Hamilton County Health Department located at 18030 Foundation Drive, Suite A, Noblesville).
- The building permit application must be signed off by the Hamilton County Surveyor's Office prior to issuance of a permit.
- One (1) copy of the **CONSTRUCTION DESIGN RELEASE** (obtained from the Indiana Department of Fire and Building Services, 402 W. Washington St., Room W245, Indianapolis, Indiana.)
- Two (2) copies (one hard copy and one pdf copy) of the stamped approved CONSTRUCTION DOCUMENTS for the new structure or structures. Include two (2) copies of the truss calculations with a registered Indiana architect or engineer's seal and signature if trusses are to be used on the project. If you have any questions on specific information, please feel free to call at 317-776-8490 or email planning.permits@hamiltoncounty.in.gov



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Construction of this Project shall start within (6) months of the date of this permit or the permit will expire.

All work must be completed within (18) months for Primary structures, and (9) months for Accessory structures.

TOWNSHIP:

- _____ Adams
- _____ Noblesville
- _____ Wayne
- _____ White River

Zone District: _____

Split Date: _____

Property Size: _____

Flood Plain Elev: _____

Structure Elev: _____

FIRM Map #: _____

 Building Permit Application Improvement Location Permit

PARCEL # _____

PERMIT # _____

Fee _____

Apv'd by _____ Date _____

- _____ Full Release
- _____ Conditional Release
- _____ Foundation Only
- _____ Structure Only

Estimated Project Cost _____

Is Total Disturbed Area Greater Than 1 Acre: Yes _____ No _____ Erosion Control Plan Included: Yes _____ No _____

Project Address _____ City _____

Owner's Name _____ Address _____ Phone _____

Owner's Email Address _____

Builder's / Contractor's Name _____ Address _____ Phone _____

Builder's/Contractor's Email Address _____

OTHER APPROVALS REQUIRED:

- Water Permit # _____
- Septic/Sewer Permit # _____
- Road Cut Permit # _____
- B. Z. A. Doc. # _____
- P. C. Doc. # _____
- Drainage/Surveyor _____

CONDITIONS:**TYPE OF PERMIT:**

- _____ Change of Use
- _____ Improvement Location
- _____ Single Family
- _____ Duplex
- _____ Multi-Family
- _____ Retail Commercial
- _____ Office
- _____ Manufacturing
- _____ Warehouse

TYPE OF IMPROVEMENT:

- _____ Solar
- _____ Addition
- _____ Garage
- _____ Structural Alteration
- _____ Swimming Pool
- _____ Primary Ag. Bldg.
- _____ Finish Tenant Space
- _____ Site-Land Improvements
- _____ Home Occupation
- _____ Accessory Structure
- _____ Other _____

BUILDING INFORMATION:

Total Sq. Ft. Including Basement _____ Total Height in Feet Above Ground _____

Type of Construction: _____ Wood _____ Masonry _____ Metal _____ Post/ Beam

Roof Truss, Manufactured: _____ Yes _____ No Truss Supplied By _____

Type of Heat: _____ Gas _____ Electric _____ Geo Thermal _____ Solar _____ Wood

Type of Water Heater: _____ Gas _____ Electric _____ Geo Thermal _____ Solar

Foundation: _____ Crawl _____ Slab _____ Basement

Fireplace: _____ Masonry _____ Pre-Fab. Metal

Screened Porch: _____ Patio/Deck(Type) _____ Garage Floor Type _____ Central Air Conditioning: _____

Garage(# Bays) _____

CERTIFICATION AND NOTICE OF INTENT TO COMPLY

I hereby certify that I have the authority to make the foregoing application, that the application is correct, and that the construction will conform to the regulations in the Building Code, the Zoning Ordinance, or private building restrictions, if any, which may be imposed on the above property by deed.

I, further certify that the construction will **not be used or occupied** until the proper certificates of occupancy and compliance are filed with the office of the Hamilton County Plan Commission, Occupation of any structure prior to the issuance of a C/O, will result in a penalty/fine.

Signature of Person Responsible for Construction

Home or Pool Owner

Date

****APPLICANT MUST COMPLETE THIS PAGE****

CONSTRUCTION INFORMATION

GENERAL OR PRIMARY CONTRACTOR:

NAME: _____
ADDRESS: _____

PHONE: _____
EMAIL _____

IS PROPERTY OWNER THE GENERAL OR PRIMARY CONTRACTOR?

YES _____ NO _____

SUB-CONTRACTORS

FOUNDATION:

EXCAVATORS _____ PHONE _____
FOOTINGS _____ PHONE _____
FOUNDATION WORK:
BASEMENT _____ PHONE _____
CRAWL/SLAB _____ PHONE _____

ROUGH-IN:

FRAMING _____ PHONE _____
PLUMBING _____ PHONE _____
ELECTRICAL _____ PHONE _____
HVAC _____ PHONE _____
FIREPLACE _____ PHONE _____
FIREBLOCKING _____ PHONE _____

ENERGY:

INSULATION _____ PHONE _____

FINAL:

FINISH CARPENTER _____ PHONE _____
FINAL GRADING _____ PHONE _____

DIRECTOR\INSPECTOR

DATE

Hamilton County Plan Commission
One Hamilton County Square
Suite 306
Noblesville, IN 46060
(317) 776-8490

This it to certify that the attached plans being submitted for local building permit approval are the exact same plans that have been submitted and approved by the State of Indiana Department of Fire Prevention and Building Safety.

State Construction Design Release Project Number _____

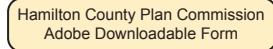
SEAL

Print Name of Indiana Architect/Engineer

Signature of Indiana Architect/Engineer

Date: _____

This certification is to (1) be attached securely (not stapled or paper-clipped) or you may incorporate this wording into the construction documents/plan sheet; (2) have original printed and signed name of Indiana Architect or Engineer; and (3) to have their Indiana seal applied to this form.



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