

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**.
- Three (3) copies 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.)
- Three (3) copies 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 776-8490). Folded to 8 1/2 by 11.

COMMERCIAL CONSTRUCTION

Construction Documents (Blue Prints) Required Information

The following information is REQUIRED to obtain a building permit within the jurisdiction of the Hamilton County Plan Commission. This information will be reviewed for compliance with the minimum standards as set forth in the current 2012 International Building Code, (2nd printing adopted by Indiana). The omission of any information noted below will cause delays in processing the building permit application. Please read these instructions carefully and if you have any question please feel free to call (317) 776-8490.

A set of construction documents (blue prints) prepared by an Indiana Licensed Architect SHALL contain:

FOUNDATIONS PLANS
FLOOR PLANS (for each floor level)
WALL SECTION OR BUILDING SECTION
BUILDING ELEVATIONS (front, back and side views)
TRUSS CALCULATIONS (if using manufactured trusses)

FOUNDATION PLAN

The following information SHALL be indicated:

- Show and dimension all footings, pier footings, thickened slabs, etc.
- Show foundation walls and locate crawl space vents, sump pit, and crawl access.
- For basement - label use of rooms/areas, show location of water heater, furnace, electrical panel, sump pit, etc.
- Show girders (floor beams) and not the type and size.
- Show the size, spacing, grade and species of floor joist. With an arrow show the direction of span for the floor joist. (If the size, spacing, grade, species or direction of span varies within the structure, indicate each variation.)

2 x 10 F.J. @ 16" o.c.
No. 2, S.Y.P.

- The minimum requirements for footings and foundations are found in the 2012 International Building Code (2nd printing as adopted by Indiana).

FLOOR PLAN (for each floor level)

The following information SHALL be indicated:

- All rooms shall be labeled as to use.
- Rooms and partitions shall be dimensioned.
- Show the location and size of all windows and doors.
- Indicate areas with vaulted or cathedral ceilings.
- Show size, spacing, grade and species of floor joist (for level above), ceiling joist, and rafters. With an arrow, show the direction of span for the floor joist, ceiling joist, and rafter. (If the size, spacing, grade, species or direction of span varies within the structure, indicate each variation.)

2 X 8 C.J. @ 16" o.c.
No. 2, S.Y.P.

- Indicate the location, size and type of attic access.
- Indicate the type of fireplace (masonry or factory).
- Indicate the location and height of all required guardrails, handrails or combination handrail/guardrails.

NOTE: If manufactured trusses are used, the truss calculations (with a registered Indiana architect or engineer's seal and signature) is required to be submitted as a part of the construction documents. These will be reviewed prior to the building permit being released.

FOR ADDITIONS: Indicate walls to remain and walls which are to be removed. Also label the use of all rooms adjacent to the proposed addition.

WALL SECTIONS OR BUILDING SECTION

The following information SHALL be indicated:

- Show and note ALL typical building material.
- Show the location of finished grade.

- Note the dimensions of footings and foundation walls, including the depth below finished grade.
- Indicate the type of insulation and not their R-value.

BUILDING ELEVATIONS

The following information SHALL be indicated:

- Show all sides of construction.
- Note the roof pitch and the chimney height.
- Show all windows and doors and note the exterior finished materials.
- Note the overall height of the structure.

ADDITIONAL DETAILS, SPECIFICATIONS OR INFORMATION

If using an atypical design (log, solar, rammed earth, etc.), new construction materials, unfamiliar construction materials, unfamiliar construction practices, or if any items are unclear to the plan reviewer, additional information, specifications, or details may be required before the building permit will be released.

NOTE: Any variations or changes in construction from the drawings submitted shall have an addendum to the drawings submitted for review before the changes or alterations are made.

The following “CODE” books are in effect for construction:

2012 International Building Code [2nd printing with Indiana amendments]

2009 Indiana Electrical Code [2009 Edition / NFPA 70-2008]

2012 International Mechanical Code [1st printing adopted by Indiana]

2012 Indiana Plumbing Code [2012 Edition]

2012 International Fire Code [1st printing adopted by Indiana]

2012 International Fuel Gas Code [2nd printing adopted by Indiana]

Indiana Energy Conservation Code, 2010 [ASHRAE 90.1, 2007 edition, as amended]

Hamilton County Zoning Ordinances in effect at time of filing

HAMILTON COUNTY PLAN COMMISSION

One Hamilton County Square, Suite#306
 Noblesville, Indiana 46060-2230 Phone: (317) 776-8490

Certificates of Occupancy shall be issued prior to use and/or occupancy of all structures covered by this permit. Occupation of any structure prior to the issuance of a C/O, will result in a penalty of \$250 being assessed.

Construction of this Project shall start within three(3) 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.

- DEMOLITION ONLY
- BUILDING PERMIT APPLICATION
- IMPROVEMENT LOCATION PERMIT
- POOL PERMIT

TOWNSHIP:

Adams

Noblesville

Wayne

White River

Full Release

Conditional Release

Foundation Only

Structure Only

Electrical Only

PARCEL # _____

PERMIT # _____

Fee _____

Apv'd by _____ Date _____

Subdivision Name _____ Center Name _____

Zone _____ Erosion Control Plan Required: Yes _____ No _____

District _____ Property Size: _____ Split Date: _____

Flood Plain Elev. _____ Structure Elev. _____ Map # _____

Project Address _____ City _____

Owner's Name _____ Address _____ Phone _____

Owner's Fax Number _____ Owner's Email Address _____

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

Builder's/Contractor's Fax Number _____ Builder's/Contractor's Email Address _____

Arch/Eng. Name _____ Address _____ Phone _____

Registration# _____ License# _____ Bond _____

Existing Land use: _____ Proposed Land Use: _____

<p>OTHER APPROVALS REQUIRED:</p> <p>Water Permit # _____</p> <p>Septic/Sewer Permit # _____</p> <p>Road Cut Permit # _____</p> <p>Other _____</p> <p>B. Z. A. Doc. # _____</p> <p>P. C. Doc. # _____</p> <p>Drainage/Surveyor _____</p> <p>CONDITIONS:</p>	<p>TYPE OF PERMIT:</p> <p><input type="checkbox"/> Improvement Location</p> <p><input type="checkbox"/> Single Family</p> <p><input type="checkbox"/> Duplex</p> <p><input type="checkbox"/> Multi-Family</p> <p><input type="checkbox"/> Change of Use</p> <p><input type="checkbox"/> Retail Commercial</p> <p><input type="checkbox"/> Office</p> <p><input type="checkbox"/> Manufacturing</p> <p><input type="checkbox"/> Warehouse</p>
	<p>TYPE OF IMPROVEMENT:</p> <p><input type="checkbox"/> New Structure</p> <p><input type="checkbox"/> Addition</p> <p><input type="checkbox"/> Garage</p> <p><input type="checkbox"/> Structural Alteration</p> <p><input type="checkbox"/> Swimming Pool</p> <p><input type="checkbox"/> Primary Ag. Bldg.</p> <p><input type="checkbox"/> Finish Tenant Space</p> <p><input type="checkbox"/> Site-Land Improvements</p> <p><input type="checkbox"/> Home Occupation</p> <p><input type="checkbox"/> Accessory Structure</p> <p><input type="checkbox"/> Other _____</p>

BUILDING INFORMATION:

Total Square Feet 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 Central Air Conditioning

Screened Porch Patio/Deck (Type) _____ 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.

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: _____
FAX: _____
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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One Hamilton County Square
Suite 306
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Energy Inspection

- A. Will you be insulating the structure? _____ yes _____ no
- B. What type of insulation will you be using? _____
- C. Will there be any sprayed-in / rigid insulation used any place in the construction of this structure? _____ yes _____ no

If you are using sprayed-in or rigid insulation you will need to provide us with two (2) copies of the manufacturer's and installer's contact information, manufacturer's data sheet, installation manual and manufacturer's ASTM Report.

NOTE: If the report indicates multiple density PSI (pounds per square inch) you will need to indicate which one will be used and the thickness to be applied.

If the sprayed-in / rigid insulation is to be used as fire blocking anywhere in the structure you will need to provide us with two (2) copies of the manufacturer's ASTM data information sheet that specifically states that the material being used has been certified by an independent laboratory for use as fire blocking material.

NOTE: (A modified test will not be accepted.)

Person responsible for construction

Printed Name

Signature

Please note: Failure to provide this information will delay the review and approval process of your permit.

Use of Alternative Products and/or Methods of Installation related to Building Construction

Effective date: February 20, 2015

Whenever a product or method of construction not approved by the 2012 International Building Code (IBC) with Indiana amendments is used in the construction or re-construction of any building structure the following procedure will be followed when submitting your permit application and required supporting documentation, please provide the following:

Option A

- two copies of **detailed** construction plans.
- Latest and active ES Report from ICC Evaluation Services, Inc. (www.icc.es.org).
- most current in effect and up-to-date installation instructions from manufacturer of product to be use.

OR

Option B

- two copies detailed construction plans stamped and signed off by a licensed State of Indiana architect or engineer.
- Latest and active ES Report from ICC Evaluation Services, Inc. (www.icc.es.org).
- most current in effect and up-to-date installation instructions from manufacturer of product to be use.

NOTE: Three additional days may be added to the review time needed by staff to assure all requirements of the 2012 IBC as amended are being complied with.

When a change in the use of a product or method of construction (not approved by the 2012 IBC as amended and that has not been approved as a part of the initial building permit application and review) is found by the inspector at the time of a required inspection... work on that part of the building or structure shall stop immediately and information identified under Option A or B shall be provided to the Hamilton County Plan Commission office for review. **(STOP WORK ORDER will remain in effect until the information is submitted and approved.)** Expect from 1 - 3 days for this information to be reviewed and approved. A permit re-review fee of \$35.00 will be charged and paid for prior to resuming any work on this project.

Signature of Homeowner

Signature of Contractor

Date

Date

Hamilton County Plan Commission
Hamilton County Government & Judicial Center
Suite 306
One Hamilton County Square
Noblesville, IN 46060

MEMO

TO: Builders, contractors, sub-contractors, homeowners

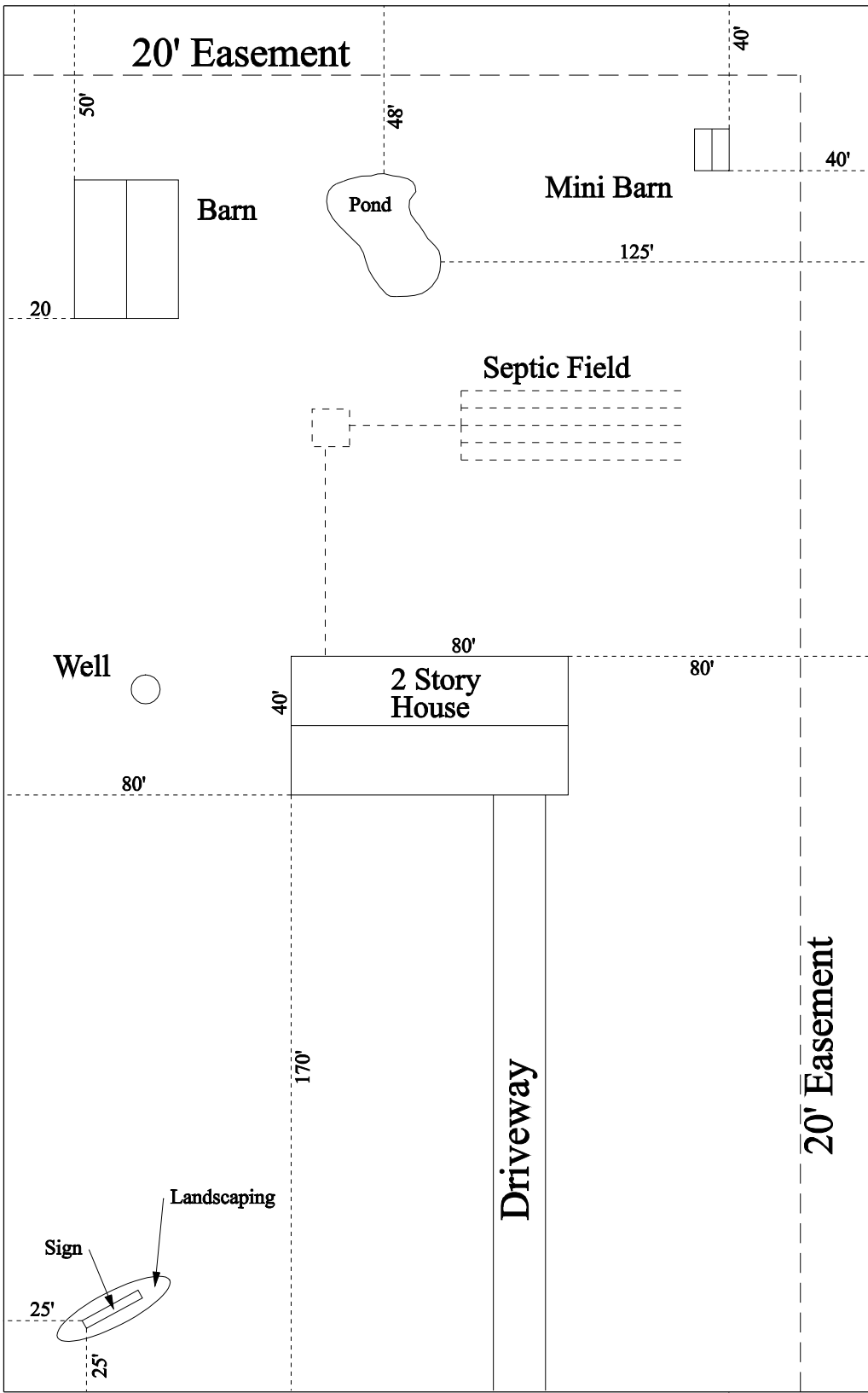
FROM: Charles Kiphart, Director

DATE: January 01, 2015

RE: Ordinance definitions of building appurtenances setbacks from property line.

When determining the required zoning yard setback the following definition of a structure or building shall apply unless otherwise stated in the zoning ordinance. Please be advised that the definition of a building or structure includes all appurtenances attached to or a part of the building or structure. Appurtenances include but are not limited to roof eaves/gutters; cantilever projections, attached window wells, chimneys, decks, bay windows, wing walls, etc.

Front yard setbacks are to be measured from the centerline of the road to the structure.



Street Name

EXAMPLE SITE PLAN

To contact the Indiana Department of Homeland Security

Go to: www.in.gov/dhs

Building Plan Review - option is found on the left hand side of the page.

Make selection from the pictures provided and be sure to scroll to the bottom of the page for your instructions.

The next two pages are informational pages on the Class 1 Building Structures you will find on the state website.

Please contact Dave Moses at: dmoses@dhs.in.gov if you have questions.

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Otherwise: Following these two sheets is the two page permit application to be filed with the state for the Construction Design Release



APPLICATION FOR CONSTRUCTION DESIGN RELEASE

State Form 37318 (R15 / 1-12)

Approved by State Board of Accounts, 2012

INDIANA DEPARTMENT OF HOMELAND SECURITY
DIVISION OF FIRE AND BUILDING SAFETY
PLAN REVIEW BRANCH
302 West Washington Street, Room E245
Indianapolis, IN 46204
www.in.gov/dhs/2372.htm



INSTRUCTIONS: Please type or print clearly. If multiple design professionals are involved in the certification process, submit an additional page 1 with the appropriate information.

Type of application	<input type="checkbox"/> Standard	<input type="checkbox"/> Partial	<input type="checkbox"/> Foundation Request
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PROJECT LOCATION (Must Be Complete and Accurate)

Name of project		Closest intersecting street or road	
Address (site location, number and street)		Suite or floor	Direction FROM intersection TO project <input type="checkbox"/> North <input type="checkbox"/> South <input type="checkbox"/> East <input type="checkbox"/> West
City	County	Is project within city limits? <input type="checkbox"/> Yes <input type="checkbox"/> No	Is building State owned? <input type="checkbox"/> Yes <input type="checkbox"/> No

OWNER'S CERTIFICATE (Must Be Executed)

As owner of the project for which this application is being filed, I hereby certify:

- the description of use and information contained on this application are correct;
- the project will be constructed in accordance with the released documents and applicable rules of the Fire Prevention and Building Safety Commission; and
- any changes to the released documents will be filed with the Indiana Department of Homeland Security, Division of fire and Building Safety, Plan Review Branch.

Authorized signature		Date (month, day, year)	
Name (typed or printed)		Title	
Telephone number ()	Fax number ()	E-mail address	
Name of owner or business		Facility use	
Address (number and street, city, state, and ZIP code)			

Foundation Requested - I agree to take full responsibility for removing and replacing any construction found, by plan examination or by inspection, to be in violation of the building codes. I further agree not to proceed with above grade construction until the complete building plans and specifications have been reviewed and released by the Indiana Department of Home land Security, Division of Fire and Building Safety, Plan Review Branch.

DESIGN PROFESSIONAL CERTIFICATE * (Must Be Executed for all new buildings or additions exceeding 30,000 Gross Cubic feet or any alteration affecting Structural Safety)

As the design professional for the project for which this application, plans and specifications are being filed, I hereby certify:

- I am qualified and competent to design such buildings, structures, and systems and have attached a copy of my current registration card;
- the plans and specifications filed in conjunction with this application were created by me and / or by my persons under my immediate personal supervision and will comply with all applicable building laws and rules of the Commission;
- the project data contained on this application are correct and correspond with the plans and specifications to be filed in conjunction with this application;
- the design professional identified below will inspect the construction covered by this application at appropriate intervals to determine general compliance with the released documents and applicable rules of the Commission and will cause all noted deviations from released documents and code violations to be corrected or notify the owner and authorities having jurisdiction of all specific deviations and code violations; and
- I affirm under penalty of perjury that the representations contained herein are true and I further understand that providing false information constitutes an act of perjury, which is a Class D Felony punishable by a prison term and a fine of up to \$10,000.

Responsibility is for the following systems:		<input type="checkbox"/> Plumbing	<input type="checkbox"/> Foundation	<input type="checkbox"/> Structural	<input type="checkbox"/> Architectural	<input type="checkbox"/> Mechanical
<input type="checkbox"/> Site	<input type="checkbox"/> Electrical	<input type="checkbox"/> Fire Suppression	<input type="checkbox"/> All of the above	<input type="checkbox"/> Other _____		
Signature					Date (month, day, year)	
Name (typed or printed)			Indiana registration number		<input type="checkbox"/> Architect <input type="checkbox"/> Engineer	
Telephone number ()	Fax number ()	E-mail address				
Name of firm (if applicable)						
Address (number and street, city, state, and ZIP code)						
Designated inspecting design professional			Indiana registration number		Telephone number ()	

STANDARD FILING FEE	PROCESSING	PARTIAL	FOUNDATION	INSPECTION	LATE FILING	TOTAL

PROJECT DATA

Part of State Form 37318 (R15 / 1-12)

FOR OFFICE USE ONLY	
SBC project number	Filing date (month, day, year)

INSTRUCTIONS: This page must be completed by the submitter.
Please answer all pertinent questions and use a separate sheet if additional space is required.

DOCUMENTS REQUIRED FOR FILING

1. One Application for Construction Design Release (*original signatures*), together with correct filing fees. (*See fee schedule.*)
2. One complete set of plans and specifications. This set will be returned to the applicant for use at the job site. Additional collated sets may be submitted and returned if stamped sets are needed for other purposes. Please limit the weight of each submitted package to 30 pounds.
 - A. Site plan showing dimensioned location of building to all property lines and to all existing buildings on the property, as well as width of any streets or easements bordering the property.
 - B. Foundation and basement plans and details.
 - C. Dimensioned floor plans for all floors.
 - D. Fire and life safety plan showing graphically or by legend the location and rating of building elements such as area separation walls, smoke barriers, fire-resistive corridor walls, stair enclosures, shaft enclosures and horizontal exits.
 - E. Wall elevations of all exterior walls including adjacent ground elevation.
 - F. Sections and details of walls, floors and roof, showing dimensions, materials, and heat transfer factors (*R-Values*).
 - G. Structural plans and elevations showing size and location of all members, truss designs showing all connection details, and all stress calculations, if specifically requested.
 - H. Room finish schedule showing finishes for walls, ceilings and floors in all rooms, stairways and corridors.
 - I. Door schedule showing material, size, thickness and fire-resistive rating for all doors.
 - J. Construction specifications (*may be on plans for small projects*).
 - K. Electrical plans, diagrams, details of service entrance, and power or lighting information required for energy conservation.
 - L. Plumbing plans showing location of fixtures, risers, drains and piping isometrics.
 - M. Mechanical plans showing location and size of ductwork, equipment, fire dampers and smoke dampers and equipment schedules showing capacity.

PROJECT DESCRIPTION (<i>Must Be Complete</i>)		FLOOR AREAS	ESTIMATED COSTS
Scope of work <input type="checkbox"/> New building <input type="checkbox"/> Addition <input type="checkbox"/> Remodeling		Total existing (<i>If applicable</i>) Square Feet	
Is this construction the result of fire or natural disaster? <input type="checkbox"/> Yes <input type="checkbox"/> No	Sewer <input type="checkbox"/> Existing <input type="checkbox"/> Proposed <input type="checkbox"/> Public <input type="checkbox"/> Private <input type="checkbox"/> None	Addition (<i>If applicable</i>) Square Feet	Addition (<i>If applicable</i>) \$
Fire suppression system in building <input type="checkbox"/> Full <input type="checkbox"/> Partial <input type="checkbox"/> None	Detailed suppression system plans / specs <input type="checkbox"/> Provided <input type="checkbox"/> To follow	Remodeled (<i>If applicable</i>) Square Feet	Remodeling (<i>If applicable</i>) \$
If partial, specify where*	Located in flood plain (<i>check county plan commission</i>) <input type="checkbox"/> Yes <input type="checkbox"/> No	Total building area square feet	Total project cost \$
Building construction type and occupancy classification	Building height (<i>Stories</i>)	Number of buildings this submittal (<i>Describe if necessary</i>) *	Volume cubic feet (<i>Fee category E only</i>)
Indiana rehabilitation standard (<i>Chapter 34</i>) used? <input type="checkbox"/> Yes <input type="checkbox"/> No	Evaluation documents provided? <input type="checkbox"/> Yes <input type="checkbox"/> No	Use of conversion rule (<i>Rule 13</i>) proposed? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Does project include: (<i>Check if Yes</i>) <input type="checkbox"/> High pile storage <input type="checkbox"/> Boiler or pressure vessel <input type="checkbox"/> Hazardous or flammable materials storage <input type="checkbox"/> Elevator or lift <input type="checkbox"/> Combustible fibers storage <input type="checkbox"/> Fireworks storage <input type="checkbox"/> Explosives storage			
Describe proposed use of facility IN DETAIL, including types of flammable or combustible materials stored or handled			
Describe previous or current use of facility IN DETAIL (<i>If existing facility</i>).			
General comments			
Number of persons employed (<i>Maximum per shift</i>)		Number of persons (<i>public</i>)	

GENERAL INFORMATION

Has other work at this location ever been filed? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	Does project include use of a master plan design release or a factory built modular or mobile structure? <input type="checkbox"/> Yes <input type="checkbox"/> No		
What year and month	Previous SBC project number	Name of manufacturer	Master plan / modular number
Has construction started? <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, has a notice of violation or investigation been issued? <input type="checkbox"/> Yes <input type="checkbox"/> No	If No, probable construction starting date? (<i>month, day, year</i>)	