



COMMERCIAL TENANT BUILDING PERMIT

SUBMITTAL REQUIREMENTS

CONSTRUCTION PLANS AND DOCUMENTS:

A Construction Design Release issued by the Indiana Department of Homeland Security, Division of Fire Safety/Plan Review for the applicable project.

Construction Plans that are **identical** to those released for Construction by the Indiana Department of Homeland Security, Division of Fire Safety/Plan Review showing the foundation, floor plan, architectural, structural, mechanical, electrical, and plumbing, including the wall cross sections and details.

Location maps specifically identifying the location of the tenant improvement within the building and an area map of the overall development.

UTILITY - USAGE CALCULATION SUBMITTAL

Set of Sewer and Water Usage Calculations, submitted in gallons per day and the basis for the calculations, submitted by the project design engineer. Unless otherwise noted: the State of Indiana Board of Health guide for estimating wastewater flows will be used for (but not limited) to the type of establishments noted in the guide's chart.

SUBMITTAL PROCEDURE

All construction plans and documents shall be submitted in hard copy and digital pdf or ACAD format at Town Hall. (3) hard copies are required; (1) full size and (2) 11x17 size. The building permit application and plan submittals for a building permit must be made by the General Contractor, an Agent representing the contractor, or the Person responsible for the construction.

1. Complete the application.
 - i. Submittals must be a clear and understandable set of digital detailed plans and specifications drawn to scale which indicate in a precise manner the nature and location of all work to be accomplished. Incomplete submittals will not be accepted.
2. Once the application, with the construction plans and documents, is accepted we will begin the review process. Review time is based upon current workload.
3. When released for construction, you will be notified that the permit is awaiting payment.
 - i. Permit and Utility Fees are due prior to permit issuance.
 - ii. Permits may be paid at Town Hall.
4. Once all payments have been received, you will be required to print the permit placard that must be posted on the site until a Certificate of Occupancy has been issued.