City of Valparaiso

COMMERCIAL PERMIT APPLICATION ALTERATION

(FOR PROJECTS NOT REQUIRING CONSTRUCTION DESIGN RELEASE FROM STATE OF INDIANA)

Permit #: _____
Date Paid: _____
Date Called: _____
Date Submitted: _____
Closed: _____

The undersigned certifies that the owner of record authorizes the proposed work and that the undersigned has been authorized by the owner to make this application as the authorized agent and agrees to conform to all applicable laws of this jurisdiction.

Applicant's Signature: X _____ Date: _____

Print Name: _____ Phone #: _____

IDENTIFICATION

TYPE OR PRINT IN INK

Project Address: _____
on the N / E / S / W side of street (circle one)

Lot Size: _____ SF Suite #: _____

Ownership: ❑ Private ❑ Public

Zoning District: _____

Owner: _____

Address: _____

_____

Phone: _____

Business Name: _____

CONTRACTOR/ARCHITECT INFORMATION

General Contractor: _____

Address: _____

Contact Name: _____ Office #: _____ Cell #: _____

Sub Contractor: _____ Address: _____

Contact Name: _____ Office #: _____ Cell #: _____

Architect: _____ Phone: _____ Contact Name: _____

DETAILED INFORMATION

PROPOSED PROJECT:

❑ Roof ❑ Raze/Wrecking

❑ Fence* ❑ Parking Lot Addition*

❑ Remodel

- ❑ Exterior
- ❑ Interior
  - ❑ Plumbing
  - ❑ Electrical
  - ❑ Mechanical
  - ❑ Demolition

❑ OTHER, specify _____

***Site Plan Required**

STRUCTURE TYPE

❑ Wood ❑ Masonry

❑ Steel ❑ Concrete/Block

❑ Other, specify _____

TOTAL COST OF PROJECT

$ _____

DESCRIPTION OF PROJECT: _____

_____
_____
_____
_____
_____
_____
_____

CITY OF VALPARAISO • Department of Building and Code Enforcement
166 Lincolnway • Valparaiso, IN 46383 • (219) 462-1161 Fax: (219) 464-4273 • valpobuilding@valpo.us

SITE PLAN REQUIREMENTS

It is your responsibility to locate all underground utilities. **Call 811 before you dig**.

Site Plan must include the following:
(Additional information may be required)

- Lot size (dimensions and square footage)
- Location and exact dimensions of all structures
- Location and dimensions of all paved surfaces
- Easements must be shown on plan

For Fences: Site plan must include location of structures and proposed fence location.
Fence height and material must be listed under description of project on first page.

PLEASE NOTE: Dedication of additional right-of-way may be required prior to the issuance of a Building Permit.

FOR OFFICE USE ONLY

ASSIGNED FEES - TO BE COMPLETED BY BUILDING COMMISSIONER

BUILDING DEPARTMENT

PERMIT GRANTED PERMIT DENIED

Permit Fee: $ _____ Reviewer: _____
Inspection/C.O. Fee: $ _____ Title: _____
Total Permit Fee: $ _____ Date: _____

PLANNING DEPARTMENT

Reviewer: _____ Title: _____ Date: _____

ENGINEERING DEPARTMENT

Reviewer: _____ Title: _____ Date: _____