



City of Valparaiso

**COMMERCIAL PERMIT APPLICATION
MINOR ALTERATION**

(PROJECTS NOT REQUIRING STATE OF INDIANA CONSTRUCTION DESIGN RELEASE)

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: <input type="checkbox"/> Private <input type="checkbox"/> Public Zoning District: _____	Owner: _____ Address: _____ _____ Phone: _____ Business Name: _____
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CONTRACTOR/ARCHITECT INFORMATION

General Contractor: _____
 Address: _____
 Contact Name: _____ Office #: _____ Cell #: _____
 Sub Contractor: _____ Address: _____
 Contact Name: _____ Office #: _____ Cell #: _____
 Architect: _____ Phone: _____ Contact Name: _____

DETAILED INFORMATION

<p>PROPOSED PROJECT:</p> <p><input type="checkbox"/> Roof <input type="checkbox"/> Raze/Wrecking <input type="checkbox"/> Fence* <input type="checkbox"/> Parking Lot Addition* <input type="checkbox"/> Remodel <input type="checkbox"/> Exterior <input type="checkbox"/> Interior <input type="checkbox"/> Plumbing <input type="checkbox"/> Electrical <input type="checkbox"/> Mechanical <input type="checkbox"/> Demolition <input type="checkbox"/> OTHER, specify _____ *Site Plan Required</p>	<p>STRUCTURE TYPE</p> <p><input type="checkbox"/> Wood <input type="checkbox"/> Masonry <input type="checkbox"/> Steel <input type="checkbox"/> Concrete/Block <input type="checkbox"/> Other, specify _____</p>	<p>TOTAL COST OF PROJECT</p> <p style="text-align: center;">\$ _____</p>
<p>DESCRIPTION OF PROJECT: _____ _____ _____ _____ _____ _____ _____</p>		

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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: _____