



COMMERCIAL PERMIT APPLICATION MINOR ALTERATION

(PROJECTS NOT REQUIRING STATE OF INDIANA CONSTRUCTION DESIGN RELEASE)

Permit #: _____
Date Paid: _____
Date Notified: _____
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 #: _____ Email: _____

IDENTIFICATION TYPE OR PRINT IN INK

Project Address: _____	Owner: _____
Business Name: _____	Address: _____
Lot Size: _____ SF Suite #: _____	_____
Ownership: <input type="checkbox"/> Private	Phone: _____
<input type="checkbox"/> Public Zoning District: _____	Email: _____

CONTRACTOR/ARCHITECT INFORMATION (Use Subcontractor List Form if additional space is needed)

General Contractor: _____
 Address: _____
 Contact Name: _____ Phone: _____ Email: _____

Sub Contractor: _____ Address: _____
 Contact Name: _____ Phone: _____ Email: _____

Architect: _____ Phone: _____ Contact Name: _____

DETAILED INFORMATION

PROPOSED PROJECT: <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	STRUCTURE TYPE <input type="checkbox"/> Wood <input type="checkbox"/> Masonry <input type="checkbox"/> Steel <input type="checkbox"/> Concrete/Block <input type="checkbox"/> Other, specify _____	TOTAL COST OF PROJECT \$ _____
DESCRIPTION OF PROJECT: _____ _____ _____ _____ _____ _____ _____		

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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: \$ _____
 Inspection/C.O. Fee: \$ _____
Total Permit Fee: \$ _____

Reviewer: _____
 Title: _____
 Date: _____

PLANNING DEPARTMENT

Reviewer: _____ Title: _____ Date: _____

ENGINEERING DEPARTMENT

Reviewer: _____ Title: _____ Date: _____