

COMMERCIAL GUIDELINES FOR BUILDING PERMIT

ONE SET OF BLUEPRINTS SHOWING :

- Each application shall bear the name(s) and address(s) of the owner or developer and contractor of the site and of any consulting firm retained by the applicant together with the name of the applicant's principal contact at such firm and shall be accompanied by a filing fee according to the City of Greensburg's Code of Ordinances 155.235. Also, cost estimates of construction only will be needed.
- Each application shall include a statement that any land clearing, construction, or development involving the movement of earth shall be in accordance with the Erosion and Sediment Control Plan.
- All applications should be turned in to the office of the Water and Sewage at 314 W. Washington Street, Greensburg. Fees and application must be turned in before a building permit will be issued.
- **The Erosion and Sediment Control Plan** shall include the following: (See The City of Greensburg Design Criteria for more information)
 - A natural resources map identifying soils, vegetative cover, and resources protected under other chapters of this code.
 - A sequence of construction of the development site, including stripping and clearing; rough grading; construction of utilities, infrastructure, and buildings; and final grading and landscaping. Sequencing shall identify the expected date on which clearing will begin, the estimated duration of exposure of cleared areas, areas of clearing, installation of temporary erosion and sediment control measures such as but not limited to silt fencing or straw bales, and establishment of permanent vegetation.
 - All erosion and sediment control measures necessary to meet the objectives of this local regulation throughout all phases of construction and after completion of development of the site. Depending upon the complexity of the project, the drafting of intermediate plans may be required at the close of each construction season.
 - Seeding mixtures and rates, types of sod, method of seedbed preparation, expected seeding dates, type and rate of lime and fertilizer application, and kind and quantity of mulching for both temporary and permanent vegetative control measures.

Provisions for maintenance of control facilities, including easements and estimates of the cost of maintenance.

COMMERCIAL BUILDING REQUIREMENTS (One Set of Prints)

- **(1) Copy of THE APPROVED Erosion Control Permit**
- **(1) Copy of Driveway Permit (Available at Street Department)**
- **(1) SITE PLAN** – must clearly illustrate all property lines and streets, the locations of all existing and proposed structures (INCLUDING WATER AND SEWER LINES) and the location of the existing distances from the proposed structure to each property line and to the right-of-way of the street. IF SITE PLAN IS SUBMITTED WITHOUT ALL THE REQUIRED INFORMATION CLEARLY SHOWN, A BUILDING PERMIT MAY BE DELAYED UNTIL THE INFORMATION IS PROVIDED.
- **(1) BUILDING PLANS (MUST INCLUDE)**
 - All four (4) elevations
 - Foundation Plan
 - Floor plan of each floor showing window and door locations
 - Cross section drawing of structure showing footing thru shingles indicating:
 - Size and thickness of all members used in construction
 - R-values of all members
 - Electrical diagram specifying the location of the service entrance
 - Plumbing layout (size of drain, size water line & locations)
 - Mechanical diagram showing the location of the furnace, water heater, etc.
 - Manufactured truss drawings (engineers drawing)
 - Total square footage per first floor, basement, ETC...
- **PERMIT APPLICATION**
- **COMMERCIAL CHECKLIST**
- **RECEIPTS FROM GREENSBURG MUNICIPAL WATER & SEWAGE and/or DECATUR COUNTY RURAL WATER SHOWING WATER & SEWER CONNECTION FEES HAVE BEEN PAID**

CONTRACTOR INFORMATION:

- Electrical Contractor
- Plumbing Contractor
- HVAC Contractor

YOUR BLUEPRINTS WILL BE REVIEWED BEFORE A PERMIT MAY BE OBTAINED; THE REVIEW TIME WILL BE NO LONGER THAN TWO WORKING DAYS. CORRECTIONS WILL NEED TO BE MADE BEFORE PERMIT MAY BE ISSUED.