

COMMERCIAL PERMIT REQUIREMENTS

- **SET OF BUILDING PLANS (MUST INCLUDE)** SITE PLAN MUST BE INCLUDED (See attached example)
(no smaller than 11" X 17")

Plat of proposed construction (remodel, addition and new) location showing lot boundaries, dimensions of proposed building or addition, distances from property lines and any other structures on the site. Accessible parking and the accessible route shall be indicated.

Drawings shall be to scale, numbered, and need to include information on all areas for which a permit is being sought.

- All four (4) elevations
- Foundation/Basement 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
- Total square footage per first floor, second floor, basement, mezzanines, decks, garages, pole barns, etc.
- Electrical (Generators, transfer switches, signage, outlets, GFCI's, smoke detectors and alarms, meter base and specify the location of the service panel etc.
- Plumbing layout (size of drain, grease traps, back flow prevention, size water line & locations)
- Mechanical diagram showing the location of the furnace, water heater, refrigeration, etc.
- Automatic Fire Suppression (i.e. Sprinkler, Wet-chemical, dry-chemical, clean-agent, etc.)
- Hoods (Type I, Type II, Laboratory, etc.)
- Storage Tanks (Above ground, underground) along with types of liquids/chemicals stored
- Plans should have an index sheet and which codes used.
- Manufactured truss drawings (engineers drawing)
- Energy ComChecks per Section 5.7 of the Indiana Energy Conservation Code
(<http://www.energycodes.gov/comcheck/download.stm>) Select ASNI 90.1-2007
 - Building Envelope
 - Mechanical Equipment- (HVAC, economizers, water heating)
 - Interior Electrical- (lighting and controls)
 - Exterior lighting
- Floodplain Information (if applicable)
 - FIRM checked
 - Floodplain Administrator Consulted (building commissioner)
 - Federal, State and Local Special Flood Hazard Areas requirements met
- MS4 Information
 - Consult with MS4 coordinator (building commissioner)
 - For plans requiring Rule 5 preapproval and plans to CCSWCD
- BMP/Erosion plans a large project acknowledged

PERMIT APPLICATION

CONTRACTOR INFORMATION MUST BE ON BUILDING PERMIT APPLICATION:

- Electrical Contractor
- Plumbing Contractor and License
- HVAC Contractor
- **WARRANTY DEED**

RECEIPTS FROM GREENSBURG MUNICIPAL WATER & SEWAGE SHOWING THAT:

- CONNECTION FEES HAVE BEEN PAID
- COPY OF APPROVED EROSION CONTROL PERMIT

EROSION CONTROL APPLICATION(S) SHOULD BE RETURNED 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.

DRAWINGS ARE NEEDED FOR NEW HOMES, ROOM ADDITIONS, ALTERATION OF DWELLING, AND PORCH, PATIO ENCLOSURES.

EVERYTHING ON THIS LIST MUST BE INCLUDED OR YOUR PERMIT WILL BE DELAYED.