

Commercial Structure – Accessory, Addition, Remodel

APPLICATION PROCEDURES:

1. BUILDING PERMIT APPLICATION

The following information must be submitted when applying for a building permit. In order to avoid misplaced information, please understand that incomplete submittals will not be accepted.

☐ **Application Form**

- All items must be completed fully and either typewritten or printed in ink.
- The application must be signed by the applicants.

☐ **Septic Permit/Sanitary Sewer Release and Well Permit/Water Service Approval.** One (1) copy.

- Septic and Well Permits are available at the Boone County Health Department, 116 W Washington St Rm B201, Lebanon, IN 46052, (765) 483-4458
- Sanitary Sewer Release and Proof of Water Service is available from the applicable utility providers.

☐ **Drainage Permit.** One (1) copy.

- Drainage permits are available at The Boone County Surveyor, 116 W Washington St Rm 102, Lebanon, IN 46052, (765)483-4444. A certified site plan will be required to attain the permit.

☐ **Site Plan**

- Two (2) copies of the Certified Plot Plan size **11" x 17" or smaller** if possible (see details below).

☐ **Construction Blueprints**

- Three (3) copies of Construction Blueprints, floor plans, and a complete cross-section of the proposed structure with State Release including all copies of the Design Release size **24" X 36"** (see details below).

☐ **HVAC, Plumbing, and Electrical Layout.** One (1) copy.

☐ **Erosion Control Plan.** One (1) copy of filed with the Indiana Department of Environmental Management (IDEM) if the site is larger than 1 acre.

☐ **Landscape Plan** (separate from other plans). One (1) copy, showing all applicable buffer yards and plantings as per the 1998 Boone County Zoning Ordinance.

Plot Plans and Building Plans less than 10 pages each need to be folded flat as best possible.

2. **SUBMITTING YOUR APPLICATION.** When you submit your application for a building permit, a staff person will follow the checklist above to ensure that you are submitting a complete application. This person WILL NOT do a detailed review of your submittal at this time, but will merely accept your information for review.

3. **REVIEW PROCESS.** Your application will need to be reviewed for two purposes: Structural Review and Site Plan Review. This generally takes approximately 7-10 business days.

- a. Structural Review. First, a Building Inspector will review your submittal to ensure that the structure meets the applicable building codes.
- b. Site Plan Review. Second, a Planner will review your submittal to ensure that the site plan complies with the applicable Zoning and Subdivision Control Ordinances. Any additional information or additional procedures that need to be followed will be determined at this time.

4. **PERMIT APPROVAL/DENIAL.** After review, your application will be given to the Secretary who will immediately notify you by phone that...
- Your application was approved, was complete, the fee has been determined, and the time your permit can be picked up.
 - Your application is denied because it failed Structural or Site Plan Review, additional information is required or other procedures must be taken prior to applying for a building permit.

5. FEE SCHEDULE

Addition	\$.10 per square foot of floor area, minimum \$140
Remodel	\$75 base fee plus \$.10 per square foot of floor area
Re-inspection	\$120 for each re-inspection. Fees will be collected at the time applicant picks up the Certificate of Occupancy.

6. PERFORMANCE STANDARDS & SITE REQUIREMENTS

There are various performance standards that industrial uses must adhere to. If your use concerns smoke, odor, toxic materials, glare and heat, vibration, and noise and sound, please consult the 1998 Zoning Ordinance.

7. DETAILS

- Certified Plot Plan. The plot plan must be certified (stamped and signed) by a land surveyor or professional engineer. The plan must contain the following items:
 - A written legal description of the subject property.
 - The Indiana registration and professional stamp of the civil engineer or land surveyor certifying the items shown on the plot plan.
 - A scale not to exceed 1"-100'. On large acreage parcels, the actual building site should be enlarged.
 - A north point, drawing scale, and the date the plot plan was prepared by a land surveyor or civil engineer.
 - Location and exact dimensions of all existing and proposed structures on the site including water well and septic system.
 - All existing road rights-of-way, building lines, drainage and utility easements, Boone County legal drains, open ditches, federal flood hazard areas, private tile drains, and private lakes or ponds. No building or septic system may be placed closer than 75 feet to a Boone County legal drain without written permission of the Boone County Drainage Board.
 - Location, size, and design of the proposed septic system including a drawing of the absorption field showing the length of absorption trench. Location and size of the proposed sub-surface drainage outlet to the property.
 - Location and size of the proposed sub-surface drainage outlet to the property.
 - Direction of surface drainage flow on the site with at least 5 random elevation points shown at various locations on the parcel or a two-foot topographic contour map of the site.
 - Elevations:
 - Existing elevations at the four corners of the property. In case of large parcels, at the four corners of the building site.
 - Existing and proposed grade elevations at the four corners of the structure.
 - Finished floor elevation of the structure.
 - Invert elevations of the septic system absorption field and the subsurface drainage system.
 - Invert elevation at the proposed sub-surface drainage outlet shall be provided if a field tile is to be utilized. A cross-section showing the top of bank elevation, elevation to the subsurface drainage tile, flow line and ditch bottom elevation if

- an open drain is to be used as the drainage outlet.
- xii. Legal description of any easement acquired in order to cross another owners property in order to obtain a drainage outlet. A copy of the document verifying the drainage easement shall also be submitted.
 - xiii. The property owner seeking septic system approval may be required to submit soil boring data, soil samples, excavate and underground drainage outlet for inspection, or provide an open excavation for visual inspection by the Boone County Sanitarian.
 - xiii. **Building Setback Lines: It is the responsibility of the applicant to understand the accurate legal monuments for each individual property. The applicant or contractors will be responsible for physically affirming the ability to meet the setbacks set forth in the Zoning Ordinances of Boone County, Town of Whitestown and Town of Advance**
- b. Construction Blueprints, floor plans, and a complete cross-section of the proposed structure. Prior to the issuance of a local building permit by the Boone County Area Plan Commission for a commercial or industrial structure whether new or altered, the construction plans for the building must be reviewed and released for construction by the State of Indiana. You can electronically file your project with the state at <http://www.in.gov/dhs/2650.htm> .Three (3) sets of the stamped construction plans and a release letter from the Department of Fire and Building Services must be submitted to the Boone County Area Plan Commission office to obtain a local building permit.

Structures containing over 30,000 cubic feet of area must be designed and certified by a registered architect or engineer. The Department of Fire and Building Services charges various fees for plan review and approval. These plans need to be drawn to scale and must include:

- i. Indicate direction of floor/ceiling joist and rafters and size intended to be used.
- ii. Electrical layout showing location of GFIs, outlets, switches, smoke alarms, ceiling fixtures.
- iii. Plumbing layout and sizes of water waste lines.
- iv. HVAC layout and show CFMs.

Version Dated December 3, 2010

Boone County Area Plan Commission

116 Washington Street, Room 101

Lebanon, IN 46052

Phone (765) 482-3821 * Fax (765) 483-5241

www.bccn.boone.in.us/apc

Commercial – Accessory, Addition, Remodel

For Office Use Only:

Permit #:	II.P#:
Permit Fee:	Zoning District: If AG Date of Bza Approval:
Structure Review:	Zoning Review:

PROPERTY INFORMATION

Tax Parcel #			
Address of Property			
Subdivision		Lot #	
N S E W side of what road?		N S E W of intersection of what road?	
Lot size in acres		Road frontage	
Township	S	T	R

STRUCTURE & BUSINESS INFORMATION

1. Type of structure: ☐ commercial ☐ industrial Date of State Approval: _____					
2. Description of intended use of structure:			3. Number of employees on largest shift:		
4. Estimated cost of construction:	\$ Electrical	\$ Plumbing	\$ Heating/ AC	\$ Other	\$ TOTAL
5. Type of frame: ☐ masonry ☐ wood ☐ steel ☐ masonry					
6. Type of sewage disposal: ☐ public or municipal sewer ☐ septic, permit # _____					
7. Type of water supply: ☐ public or municipal water ☐ well, permit # _____					
8. Type of heating: ☐ gas ☐ oil ☐ electric ☐ other _____					
9. Central Air Conditioning: ☐ yes ☐ no			10. Elevator: ☐ yes ☐ no		
11. Number of stories above ground floor: _____ Basement: ☐ yes ☐ no					
12. Number of bathrooms added: full _____ partial _____					
13. Square footage of primary structure: _____ Height of primary structure: _____					
14. Square footage of proposed structure: _____ Height of proposed structure: _____					

IDENTIFICATION

Owner:	Contractor:
Address:	Address:
City, State, Zip:	City, State, Zip:
Phone:	Phone:
Plumber's Name:	Plumbing Contractor License #:
Email address:	Email address:

Contact person & phone number if different than owner: _____

The owner of this building and the undersigned agree to conform to all applicable laws of Boone County and the State of Indiana.

Date: _____