

Required Documents for Commercial Permits

Permit Types

1. New Structure
2. Addition
3. Remodel
4. Tenant Finish
5. Change of Tenant/Use
6. Temporary Use
7. Decks over 30 inches
8. Re-Roof
9. Plumbing
10. Heating & Cooling
11. Sanitary Sewer
12. Electrical
13. Accessory Structure
14. Pool / Spa
15. Demolition
16. Permanent Sign
17. Temporary Sign

Updated 1/9/2015

New Commercial

1. Completed Permit Application.
2. Hamilton Southeastern Utilities Sewer permit and/or Letter of Understanding from HSE or well and/or septic permit for Hamilton County Health Department (if applicable).
3. 2 Site Plan Showing:
 - a. Property lines on all sides.
 - b. Established street grade and Proposed finished grades.
 - c. Location and size of proposed structures & all existing structure to scale with distances to property lines.
 - d. Location of right of way and utility easements (where applicable).
 - e. If not platted, distance to nearest intersection or driveway.
 - f. Locations where utility connections will be made.
 - g. Locations of fire hydrants and fire department connections (if applicable).
4. 2 sets of Construction Drawings showing:
 - a. Architectural (General Construction & Elevation Drawings).
 - b. Demolition.
 - c. Structural (including manufactured truss drawings).
 - d. Electrical (including lighting plan).
 - e. Fire Alarm (if applicable).
 - f. Elevator.
 - g. Fire protection and sprinklers.
 - h. Mechanical.
 - i. Plumbing.
 - j. Elevation drawings.
 - k. Identify type of exterior coverings and color.
5. State Construction Design Release.
6. Road/Bridge Impact fee estimate request form.
7. Property owner affidavit allowing work to be performed.

Addition

1. Completed Permit Application.
2. Hamilton Southeastern Utilities Sewer permit and/or Letter of Understanding from HSE or well and/or septic permit for Hamilton County Health Department (if applicable).
3. 2 Site Plan Showing:
 - a. Property lines on all sides.
 - b. Established street grade and Proposed finished grades.
 - c. Location and size of proposed structures & all existing structure to scale with distances to property lines.
 - d. Location of right of way and utility easements (where applicable).
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 - a. Architectural (General Construction & Elevation Drawings).
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 - d. Electrical (including lighting plan).
 - e. Fire Alarm (if applicable).
 - f. Elevator.
 - g. Fire protection and sprinklers.
 - h. Mechanical.
 - i. Plumbing.
 - j. Elevation drawings.
 - k. Identify type of exterior coverings and color.
5. State Construction Design Release (if applicable).
6. Road/Bridge Impact fee estimate request form.
7. Letter of scope of work.
8. Property owner affidavit allowing work to be performed.

Remodel

1. Completed Permit Application.
2. Hamilton Southeastern Utilities Sewer permit and/or Letter of Understanding from HSE or well and/or septic permit for Hamilton County Health Department (if applicable).
3. 2 - Detailed floor plan of existing structure identifying use for each room, as well as proposed remodeled floor plan identifying use for each room and any intended structural framing, electrical, mechanical or plumbing upgrades to existing structure.
4. State Construction Design Release (if applicable).
5. Road/Bridge Impact fee estimate request form.
6. Letter of scope of work.
7. Property owner affidavit allowing work to be performed.

Tenant Finish

1. Completed Permit Application.
2. Hamilton Southeastern Utilities Sewer permit and/or Letter of Understanding from HSE or well and/or septic permit for Hamilton County Health Department (if applicable).
3. 2 – sets of detailed floor plans of existing structure & existing adjacent tenants, as well as proposed remodeled floor plan identifying use for each room and any intended structural framing, electrical, mechanical or plumbing upgrades to structure.
4. State Construction Design Release (if applicable).
5. Road/Bridge Impact fee estimate request form.
6. Letter of scope of work.
7. Property owner affidavit allowing work to be performed.

Change of Tenant/Use

1. Completed Permit Application.
2. Hamilton Southeastern Utilities Sewer permit and/or Letter of Understanding from HSE or well and/or septic permit for Hamilton County Health Department (if applicable).
3. 2 – sets of detailed floor plans of existing structure identifying use for each room.
4. Construction Design Release (if change of use as defined in the Indiana Building Code).
5. Road/Bridge Impact fee estimate request form.
6. Property owner affidavit allowing work to be performed.

Temporary Use

1. Completed Permit Application.
2. 2 Site plan showing:
 - a. Footprint of Structure.
 - b. Parking lot layout, driveways and curb cuts.
 - c. Location(s) of proposed tent(s).
 - d. Location(s) & details of proposed sign(s).
 - e. Property Owners consent letter.
3. Property owner affidavit allowing work to be performed.

Deck

1. Completed Permit Application.
2. Plot/Site Plan Showing location of proposed deck & all existing structures.
3. 2 - Sets of plans showing details of deck including but not limited to foundation, framing, guardrails, stairs, and elevation drawings for all sides.
4. Intended Use
5. Parking Layout (Commercial)
6. Road/Bridge Impact fee estimate request form.
7. Letter of scope of work.
8. Property owner affidavit allowing work to be performed.

Re-Roof, Plumbing, Heating & Cooling, Sanitary Sewer Repair

1. Completed Permit Application.
2. Letter of scope of work.
3. Property owner affidavit allowing work to be performed.

Electrical

1. Completed Permit Application.
2. Letter of scope of work.
3. Site Plan (if Cell Tower).
4. Property owner affidavit allowing work to be performed.

Accessory Structure

1. Completed Permit Application.
2. Plot/Site Plan showing location to scale of proposed accessory structure and all existing structures.
3. 2 - Set of Elevation drawings required for all sides of proposed accessory structures. Accessory structures 200 square feet or more must include detailed plans including but not limited to foundation, framing, window & door locations, exterior coverings types and colors, and all applicable mechanicals.
4. State Construction Design Release (if applicable).
5. Letter of scope of work.
6. Property owner affidavit allowing work to be performed.

Pool/Spa

1. Completed Permit Application.
2. Plot/Site Plan showing location of proposed pool or spa and all existing structures to scale.
3. 2 - Set of construction plans including cross section of pool, pool bonding location, and type of safety barrier protecting pool.
4. State Construction Design Release (if applicable).
5. Letter of scope of work.
6. Property owner affidavit allowing work to be performed.

Demolition

1. Completed Permit Application.
2. Plot/Site Plan or Aerial showing all existing structure.
3. Written statement from property owner authorizing demolition to property.
4. Written statement from property owner that utilities have been disconnected.
5. Letter of scope of work.

Permanent Sign

1. Completed Permit Application.
2. Scale drawing of proposed sign.
3. Site plan showing location of proposed sign.
4. Plan for required landscaping for all ground signs.
5. Property owner affidavit allowing work to be performed.

Temporary Sign

1. Completed Permit Application.
2. Scale drawing of proposed sign.
3. Site plan showing location of proposed sign.
4. Property owner affidavit allowing work to be performed.