Commercial Building Permit Application Packet

Electrical Only

This application packet is for Commercial building permits (location improvement permits) including new service, reinstatement of service, and service upgrades.

STEP 1: Submittal

If you have any questions about the permit process, the application, or what to submit, please feel free to contact the APC Office at (765) 482-3821. Applications and supporting documents must be submitted electronically to aelliott@co.boone.in.us and kbritton@co.boone.in.us. *Hard copy submittals may also be accepted however digital construction plans are required in addition to the hard copy.*

STEP 2: Submittal Checklist	Electrical Only
1. Application Form	✓
2. Deed	✓
Attachment A: Consent of Property Owner or copy of signed contract to complete work (if applicable)	✓

Submittal Details

If materials are submitted electronically, they must be in the format shown. If items on the checklist are sent in separate PDFs, they must include a file name that corresponds to the checklist item. Image files will not be accepted (jpg, tiff, etc.). *(For example: 01 Application.pdf; 03 Site Plan.pdf; 02 Narrative.pdf; etc.)*.

1. **Application Form:** Fill out all applicable fields completely and the form must be signed by the applicant(s). The 10-digit county identification Parcel Number (Do not use the State ID) is required on ALL permit applications and can be found on the Boone County GIS website at: Boone County GIS Map Viewer. You can do a search by address or zoom in on the parcel and obtain the detailed information.
2. **Deed:** A copy of the recorded deed for the property with the Recorder's Stamp, available from the Boone County Recorder's Office, 202 Courthouse Square, Lebanon, IN 46052, (765) 482-3070.
3. **Attachments A:** Complete necessary attachment as applicable.

STEP 3: Completing the Filing Application.

Permit Fees will be calculated for the review time and the required inspections for the work being done. After your application is reviewed, you will receive a fee calculation worksheet that itemizes how the permit fee was derived.

At this time our office can only accept payment by cash or checks made out to the "Boone County Treasurer". Our office will NEVER request payment by wire transfer.

Questions about inspections or code requirements can be directed to the APC Office at (765) 482-3821.

Permit Fees

Standard Permit Fees		
Electrical Upgrade/Change in Service	Electrical service change or upgrade only	$65
Fines and Reinspection Fees		
Reinspection Fees and Additional Inspections	The cost of the applicable inspection will be assessed for re-inspections and when additional unanticipated inspections are required. Fees must be paid prior to receiving the Certificate of Occupancy or before the inspector will be dispatched to perform the reinspection, whichever is applicable.	
Starting Work Without a Permit	If work begins without a permit, the permit fee will be double.	

Electrical Only Commercial Building Permit Application

Permit File #:	Permit / ILP #:	Structure Review:

Owner Information

Name of owner:	
Address of owner (street, city, state, zip):	
Contact person for the permit:	
Owner phone:	Owner email:

Contractor and Contact Information

Name of contractor and Contact:	
Address of contractor (street, city, state, zip):	
Plumbing contractor name and state license number:	
Contractor phone:	Contractor email:

Site Information

Address or approximate location of site (street. city, state, zip):			
Subdivision:			Lot #:
10-digit County Parcel number:		Township:	
TOTAL structure area or area of work (sq. ft.):		Approximate total construction cost:	
Number of Stories Above Ground Floor:	Basement: ☐Yes ☐No	Number of bathrooms: _____ Full _____ Half	Number of Bedrooms:
Type of Framing: ☐masonry ☐wood ☐steel	Elevator: ☐Yes ☐No	Energy Code: ☐Prescriptive ☐Total UA ☐Performance	
Trades included with this permit (Check all that apply) ☐ Plumbing ☐ Electrical ☐ HVAC ☐ Other: _____			

The undersigned represents that such work shall start within 90 days and will be completed without delay; that said improvements will be finished in a good workmanlike manner. Should said work not start in good faith within 90 days, the undersigned understands this application will be void and of no force or effect whatever. The above information, to my knowledge and belief, is true and correct:

Signature of Applicant: _____

Attachment A: Consent of Property Owner

Complete and submit ONLY if the applicant is different from property owner.

I (we)

_____

NAME(S)

After being first duly sworn, depose and say:

- That I/we are the owner(s) of the real estate located at I (we)

  _____

  ADDRESS
- That I/we have read and examined the Application and are familiar with its contents.
- That I/we have no objection to, and consent to such request as set forth in the application.
- That such request being made by the applicant (_____is) (_____is not) a condition to the sale or lease of the above referenced property.

_____

(AFFIANT)

STATE OF INDIANA)
) SS:
COUNTY OF _____)

Subscribed and sworn to before me this _____ day of _____, _____.

_____
, Notary Public

My Commission expires: _____ County of Residence: _____