Commercial and Industrial Building Permit Application Packet

Boone County Area Plan Commission

This application packet is for commercial or Industrial building permits (location improvement permits), including:

- **Accessory Structure** – includes sheds, decks, garages, fences, and any other type of structures greater than 50 sq. ft. intended for use on a commercial or industrial site. Also, includes modifications or additions to existing accessory structures.
- **Addition to a Commercial or Industrial Structure** – includes additions to existing primary structures.
- **Commercial Swimming Pool** – for in-ground pools only.
- **Construction Trailer** – includes temporary trailers for sales and/or on-site construction.
- **Fence** – includes the placement or replacement of fences taller than six (6) foot. Fences under six (6) feet do not require a permit.
- **Fire Repair**– includes all work necessary to repair a structure after fire damage has occurred.
- **Multi-Family** - For structures with three dwelling units or more. A Development Plan approval from the Area Plan Commission is required prior to issuance of a building permit.
- **New Commercial or Industrial Structure** – Includes all new primary structures for commercial or industrial uses. Note that a Development Plan approval is required prior to issuance of a building permit.
- **Remodel or Tenant Build-out** – includes modifications to existing commercial or industrial structures as well as completion of tenant space in an existing structure.
- **Signs** – includes all permanent sign types.
- **Wireless Communication Facilities, Solar Energy Systems, & Wind Energy Conversion Systems** – A Development Plan approval from the Area Plan Commission is required prior to issuance of a building permit.

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.*

NOTE: For Commercial and Industrial permits, Boone County issues one single blanket permit that covers all trades. Individual tradesman will not be issued separate permits. Please coordinate your submittal accordingly.

STEP 2: Submittal Checklist

Refer to page 3 of this packet for a detailed explanation of each item to be submitted

	*New Primary Commercial or Industrial Structure	New Multi-Family Structure	Addition	Remodel, Tenant Build-out, or Fire Damage	Accessory Structure	Swimming Pool	Construction Trailer	Sign	Wireless, Solar, Wind	Fence
1. Application Form	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2. Narrative of Use	✓	✓	✓	✓	✓					
3. Site Plan	✓	✓	✓	✓	✓	✓		✓	✓	✓
4. Landscape Plan (when applicable)	✓	✓	✓		✓					
5. Erosion Control Plan	✓	✓	✓		✓	✓			✓	
6. Construction Plans including HVAC, Plumbing, and Electrical Layout	✓	✓	✓	✓	✓	✓			✓	
7. Dimensioned Elevations and/or Renderings	✓	✓	✓		✓				✓	
8. Full State Construction Design Release (when applicable)	✓	✓	✓	✓	✓	✓			✓	
9. State Variance Approval (if applicable)	✓	✓	✓	✓						
10. Local Fire Marshall Approval	✓	✓	✓	✓	✓					
11. Boone County Health Department Approval *(food prep, kitchens, and pools)*	✓		✓	✓		✓				
12. Septic and Well Permit or Sanitary Sewer and Water Release	✓	✓	✓	✓	✓					
13. Driveway Permit	✓	✓	✓		✓					
14. Drainage Permit	✓	✓	✓		✓	✓				
15. Deed	✓	✓	✓	✓	✓	✓			✓	✓
Attachment A: Consent of Property Owner (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; 04 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. **Narrative of Use:** Provide a detailed narrative describing the nature of the application, the intended land use, items to be stored in structure(s), hours of operation, types of vehicles anticipated, and the details of the proposed development. Also include a bulleted statement of the history of the project with file numbers (rezoning, platting, amendments, other approvals, etc.)
3. **Site Plan:** A copy of the site plan drawn to scale and dimensioned, showing exactly where the proposed structure is to be located. For a new structure or addition to an existing structure, the site plan must be prepared by a registered professional surveyor and will need to show sewage/water connections, drainage, and spot elevations. In addition, Development Plan approval from the APC is required prior to issuance of a building permit.
4. **Landscape Plan:** Landscape plans shall be submitted for all required landscapes, buffer areas, buffer yards, open space areas, conservation easements, landscape easements, and areas owned in common within proposed developments. It is recommended that landscape plans be prepared by licensed landscape architects, nurserymen, or other professionals experienced in landscape design, installation, and maintenance. A narrative describing the ownership, use, and maintenance responsibilities of these areas should be specified in the submittal.
5. **Erosion Control Plan:** A plan showing the measures to prevent erosion, contain sediment control, and drainage.
6. **Construction Plans:** Stamped building plans drawn to scale including HVAC, plumbing, and electrical layouts.
7. **Dimensioned Elevations and/or Renderings:** For structures, provide detailed illustrations of the front, back, and sides of the structure. For signs, provide illustrations of the proposed sign, drawn to scale, and dimensioned. For wall signs, include an elevation of the building façade showing the location of the sign as well as the length and height of the building façade.
8. **Full State Construction Design Release:** Including fire suppression if applicable. Contact: Indiana DHS.
9. **State Variance Approval:** Submit a copy of any building code variances approved by the State.
10. **Local Fire Marshall Approval:** If the project involves a New Primary Commercial or Industrial Structure, Addition, Remodel, Tenant Build-out, Fire Damage, or Accessory Structure, include a letter of approval from the local fire marshall.
11. **Boone County Health Department Approval:** If the project involves a swimming pool or food service, include a permit of approval from the Boone County Health Department, 116 W Washington St, Room B201, Lebanon, IN 46052, (765) 483-4458.
12. **Sewage and Water Permits:** As applicable
    - Septic and Well Permits are obtained from the Boone County Health Department, 116 W Washington St, Room B201, Lebanon, IN 46052, (765) 483-4458.
    - Sewer Release and Proof of Water Service is available from the applicable utility providers for your area.
13. **Driveway Permit:** A driveway permit is required for new driveways and changes to a site with an existing driveway (changes include redevelopment, all new construction, adding additional structures, etc.)
    - Boone County Highway Department, 1955 Indianapolis Rd, Lebanon, IN 46052, (765) 482-4550.
    - INDOT (765) 362-3700.
14. **Drainage Permit:** A drainage permit is required from the Boone County Surveyor, 116 W Washington St, Room 102, Lebanon, IN 46052, (765) 483-4444.
15. **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.
16. **Attachments A:** Complete necessary attachment as applicable.

STEP 3: Completing the Filing Application.

You will receive an email confirmation when the APC office has completed the submittal review and you are ready to complete the filing of this application. This email will include instructions for making an appointment to complete the filing and pay the application fee. Questions about completing the filing of the application can be directed to the Administrative Assistant at (765) 482-3821 or aelliott@co.boone.in.us.

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.

Fees are not paid until the permit has been issued and is ready for pick up.

Failed Inspections or Multiple Inspections will be assessed a re-inspection fee and must be paid prior to scheduling a subsequent inspection or the issuance of the Certificate of Occupancy at the discretion of the Building Inspector.

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.

Permit Fees

Standard Permit Fees		
Base Fee	Applies to all permits. Base fee includes up to 2 hours of structural plan review as well as file processing, scheduling inspections, and other administrative time.	$160
Structural Plan Review	Applies to all permits requiring review of structural plans (billed in 15-min increments).	$45/hour
Site Plan review	Applies to all permits requiring review of a site plan and Ordinance compliance (billed in 15-min increments).	$150/hour
Inspections	Temporary Electric	$45
	Footing	$45
	Under Slab	$45
	Foundation	$45
	Rough-in Full (HVAC, plumbing, electric, framing)	$90
	Rough-in Single Trade	$45
	Insulation and Energy Efficiency	$70
	Final	$45
	Final requiring Certificate of Occupancy	$90
Specialty Permit Fees		
Signs		$100 + inspections
Fence		$50
Roof Upgrade		$50
Temporary Construction Trailer		$100
Cell Towers	New cell tower	$250
	Co-located antenna	$50
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.	
Construction Error Requiring Variance	When construction occurred that did not meet the approved Building Permit. The fine is 5X the initial Building Permit fee in addition to the cost of the Variance.	

Commercial and Industrial Building Permit Application

This application is being submitted for (check all that apply):

- ☐ *New Primary Commercial or Industrial Structure
- ☐ Addition
- ☐ Remodel, Tenant Build-out, or Fire Damage
- ☐ Other: _____
- ☐ Swimming Pool
- ☐ Construction Trailer
- ☐ Sign
- ☐ Accessory Structure
- ☐ Wireless, Solar, Wind
- ☐ Fence
- ☐ Multi-Family

Permit File #:	New Address:	Structure Review:	Add structure review time:
Permit / ILP #:	Zoning Classification:	Zoning/Plan Review:	ED Review Time:

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:
Lot Size:	Number of bathrooms:
TOTAL structure area or area of work (sq. ft.):	Approximate total construction cost:

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 the 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: _____