



Town of Ellettsville
Department of Planning & Development

P.O. Box 8, Ellettsville, IN 47429 ♦ (812) 876-8008 ♦ planning@ellettsville.in.us

***Non-Residential
Building Permit
Application***

Required Documentation

Permit No. _____

- ☐ **Complete Application.** Incomplete applications will not be processed.
 - ☐ **Recorded Deed.** A copy of the recorded deed is required with submittal. Applications must include signature of owner listed on attached deed or written permission from the property owner.
 - ☐ **Building Plans.** Two (2) sets of plans required. Must include a plan for each floor, specifying the dimensions and use of each room, and electrical, plumbing and mechanical diagrams.
 - ☐ **Site Plan.** Site plan must show all existing and proposed structures, streets, lot dimensions, footprint dimensions, setback distances, sidewalks, parking lots, final elevations at corners/midpoints of property lines and final elevations at building corners
 - ☐ **Driveway Permit.** An approved driveway permit is required for any project involving a new or reconfigured driveway.
 - ☐ **Commercial Design Release (CDR).** A copy of the CDR will be required prior to issuance of building permits. Plans may be submitted for review simultaneously with CDR review.
 - ☐ **Energy Code Compliance Documentation.**
 - ☐ **Building and Site plans shall be submitted electronically and two (2) scaled hard copies.**
- Additional Documentation may be required as necessary. Plans will not be returned.**

Certification & Notice of Intent to Comply

The applicant affirms under the penalties of perjury that (1) the foregoing representations are true and correct; (2) the required plot plan and construction plans are complete and accurate; (3) applicant will be responsible for all applicable laws and ordinances; (4) applicant understands that approval of the plans and issuance of permits does not obviate the need to comply with applicable laws and ordinances; (5) applicant grants Town Officials entry onto the property listed in this application for the purpose of inspecting work permitted by this application and posting notices; (6) applicant agrees that the construction will not be used or occupied until proper certificates of occupancy have been issued; and (7) applicant agrees to hold harmless the Town of Ellettsville for any losses, claims, or liability resulting from applicant, applicant's agent, property owner, principle, contractor, subcontractor or supplier's errors of omission.

Certification

Check if Applicant is Property Owner ☐

Applicant (signature) _____

Applicant (print) _____

Property Owner (signature) _____

Property Owner (print) _____

I certify that the information contained in this form is complete and accurate.



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Permit No. _____ BZA Case No. _____ PC Case No. _____

Permit Type

New Construction ☐

Addition ☐

Remodel ☐

Other ☐ _____

Applicant

Check if Applicant is Property Owner ☐

Name _____

Date Received _____

Address _____

City/State/Zip _____

E-mail _____

Phone No. () _____

Property Owner (If same as applicant, proceed to Permit Details section)

Name _____

Address _____ City/Town/Zip _____

E-mail _____ Phone No. () _____

Permit Details

Business Name _____

Address _____ Parcel No. _____

Subdivision _____ Lot No. _____ Zoning _____

Estimated Construction Cost \$ _____ Total Square Feet (under roof) _____

Fire Alarm Yes ☐ No ☐

Sprinkler System Yes ☐ No ☐

Building Height _____ Building Stories _____ Basement Yes ☐ No ☐

Proposed Use _____ Number of Units _____

Type of Construction _____ Occupancy Group _____

Driveway Permit No. _____ Fire Damage: Yes ☐ No ☐ Date _____

CDR No. _____ Flood Hazard Area: Yes ☐ No ☐

Hood Suppression System: Yes ☐ No ☐ Grease Trap: Yes ☐ No ☐

Employees on Largest Shift _____ Number of Fixed Seats _____

Date Paid _____ Receipt No. _____ Permit Fee _____

Plan Approval _____ Date Issued _____

Contractor Information

General Contractor _____

Phone No. () _____

Email _____

HVAC Contractor _____

Phone No. () _____

Email _____

Electric Contractor _____

Phone No. () _____

Email _____

Plumbing Contractor _____

Phone No. () _____

Email _____

State Plumbing License No. _____

Other Sub-Contractor _____

Phone No. () _____

Email _____

Notes

Advanced Structural Components Disclosure

Address _____ Township _____

This structure ☐ **does** or ☐ **does not** contain advanced structural components.

Advanced Structural Components Used:

Roof: ☐ Truss
☐ I Joist
☐ Other _____

Floor: ☐ Truss
☐ I Joist
☐ Other _____

Applicant (signature) _____

Applicant (print) _____