



*Town of Ellettsville*  
*Department of Planning & Development*

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

**EMP Permit  
Application**

Permit No. \_\_\_\_\_

BZA Case No. \_\_\_\_\_

**Permit Type**

Electrical

☐

Mechanical

☐

Plumbing

☐

**Applicant**

Check if Applicant is Property Owner ☐

Name \_\_\_\_\_

Date Received \_\_\_\_\_

Address \_\_\_\_\_

City/Town/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**

Address \_\_\_\_\_ Parcel No. \_\_\_\_\_

Subdivision \_\_\_\_\_ Lot No. \_\_\_\_\_ Zoning \_\_\_\_\_

Estimated Construction Cost \$ \_\_\_\_\_ Flood Hazard Area: Yes ☐ No ☐

Structure: 1-2 Family Residential ☐ Commercial ☐ Other ☐ \_\_\_\_\_

Contractor (1) \_\_\_\_\_ Phone No. (     ) \_\_\_\_\_

Contractor Email: \_\_\_\_\_

Contractor (2) \_\_\_\_\_ Phone No. (     ) \_\_\_\_\_

Contractor Email: \_\_\_\_\_

Utility Provider \_\_\_\_\_ Phone No. (     ) \_\_\_\_\_

Utility Provider Email: \_\_\_\_\_

**Property Owner Signature** \_\_\_\_\_

Date Paid \_\_\_\_\_ Receipt No. \_\_\_\_\_ Permit Fee \_\_\_\_\_

Plan Approval \_\_\_\_\_ Approval Date \_\_\_\_\_ Date Issued \_\_\_\_\_



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**Required Documentation**

**Permit No.** \_\_\_\_\_

- ☐ **Completed 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.
- ☐ **Building Plans.** Plans shall include all relevant information for the specific work to be completed. Plans will not be returned.
- ☐ **Site Plan.** Site plan must show existing and proposed structures, streets, lot dimensions, service entrance, and setback distances for any outside equipment.
- ☐ **Building and Site plans shall be submitted electronically and one scaled hard copy.**

**Electrical**

Type of Work: New ☐ Upgrade ☐ Temporary ☐ Current Amps (upgrade) \_\_\_\_\_  
Type of Service: Overhead ☐ Underground ☐ Proposed Amps (all) \_\_\_\_\_  
Solar Project: Yes ☐ No ☐ Solar Mount: Rooftop ☐ \*Freestanding ☐  
Description of work to be completed \_\_\_\_\_  
\_\_\_\_\_

*\* Freestanding solar structures may require a separate building permit, please check with Building Dept.*

**Mechanical/Plumbing**

Description of work to be completed \_\_\_\_\_  
\_\_\_\_\_  
Fixtures/Equipment to be installed or replaced: \_\_\_\_\_  
\_\_\_\_\_

**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 to enter 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, principle, contractor, subcontractor or supplier’s errors of omission.

**Certification**

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

Applicant (sign) \_\_\_\_\_

Applicant (print) \_\_\_\_\_