



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.
Building Plans. Two (2) sets of plans required.
Site Plan. Site plan must show all existing and proposed structures.
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.
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 section with signature lines for Applicant and Property Owner, and a checkbox for 'Check if Applicant is Property Owner'. Includes a certification statement: 'I certify that the information contained in this form is complete and accurate.'



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**Non-Residential
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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) _____