



## FLOYD COUNTY PLAN COMMISSION

Pine View Government Center • 2524 Corydon Pike, Suite 203 • New Albany, IN 47150

Phone: (812) 948-5440 • Fax: (812) 941-4571

### REQUIRED MATERIALS FOR COMMERCIAL BUILDING PERMITS

The following materials shall be submitted and reviewed by the Floyd County Plan Commission Office PRIOR to the approval of a commercial building permit. If any of the materials are absent, the building permit **WILL NOT BE ISSUED** until all required materials are submitted. **Please allow 5 business days for review** of your permit application. Allotted time for review will begin once all materials have been submitted.

- ☐ **Application form:** a complete application which is kept in our permanent records. *Each blank on the furnished application should be filled in; otherwise, review of your building permit application may be delayed.*
- ☐ **Health Department Approval or Sewer Tap-in Receipt:**
  - On-Site Septic System - For properties utilizing a new or existing septic system, please contact the Floyd County Health Department at 812-948-4726. The Floyd County Health Dept. is located at 1917 Bono Road in New Albany (Behind Floyd Memorial Hospital). A stamped approval is required for all new dwellings, or additions to existing dwellings on properties which utilize an on-site septic system.
  - Sewer System – For properties utilizing a public or private sewer connection, a receipt showing proof of payment for tap-in connection/fee(s) from the sewer provider is required.
- ☐ **Site plan or plot plan from a Licensed Surveyor:** A site plan is required, providing the information outlined below. *Please note: The surveyor must be licensed/certified in the State of Indiana, and all required information must be provided by the licensed surveyor.*
  - All Property lines & streets
  - Location and size of all existing and proposed structures
  - Setback distances from proposed structure to property lines AND the County right-of-way
  - The location of all existing and proposed driveways
  - The location of all drainage, utility, and road easements located on the property
  - Arrows indicating direction of post-construction water drainage (this is important for the next checklist item)
  - North arrow
- ☐ **Recorded deed or recorded sales/purchase contract:** In order to verify ownership of the proposed building lot or parcel of property, submission of a recorded deed or a recorded sales or purchase contract is required. Please note: All deeds/contracts must be recorded in the Office of the Floyd County Recorder, and must bear the Floyd County Recorder's Document number.
- ☐ **A copy of the Construction Design Release (CDR) issued by IDHS (if not exempt from filing):** Construction pertaining to Class 1 structures generally requires the issuance of a CDR from the State of Indiana, unless exempt from filing requirements. Please check online to determine whether filing is required with the State of Indiana: <http://www.in.gov/dhs/2372.htm>



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- ☐ **Tax identification parcel number:** You may obtain the Tax ID parcel # from the tax bill for the property; or, by contacting the Floyd County Assessor's Office at 812-948-5420.
  - ☐ **One correct set of building plans:** Building plans must bear the seal of a licensed Design Professional (Architect or Engineer who is licensed in the State of Indiana), and must include, at minimum, the following information:
    - Cover sheet with all applicable codes and design information
    - Elevations (front, back, both sides)
    - Wall Section (cross-section), Stairway Detail, Deck Construction Details (if applicable)
    - Door and window detail
    - Foundation Plan
    - Floor Plans for each level of the building
  - ☐ **Approval of proposed building plans by the controlling entity:** If the proposed building lot lies within an approved/platted subdivision, the proposed building plans may be required to bear a signature of approval from the Developer or the President of the Homeowners Association. Please check with the controlling entity to determine if a signature of approval is required.
- Manufacturers engineering specification sheets for ALL engineered materials:** This includes roof/floor trusses, any engineered beams (LVL, LSL, Steel), or any other material that is engineered. *These specification sheets must be provided from either the manufacturer of the engineered material; or, a Design Professional who is licensed in the state of Indiana (requires seal/stamp of Design Professional.)*
- ☐ **Energy rating certification (COMcheck):** In order to verify conformance with the amended Indiana Energy Efficiency Code, our office requires that you submit this preliminary certification at the time of permit application.
  - ☐ **Addressing:** If your building lot is located within a platted subdivision, the building lot will have an address that can be issued to you. If the proposed building lot lies outside of a subdivision, we require the applicant to provide addresses of adjacent properties, in order to provide an accurate address for your proposed building lot. Please provide the addresses of adjacent properties on either side of the subject property (on the same side of the road, one up the road, one down the road), as well as two addresses on the opposite side of the road (one up the road, one down the road). You should be providing 4 adjacent addresses, in total.
  - ☐ **Driveway permit:** Please fill out the driveway permit application provided in our office for any new or existing driveways. If your proposed building lot lies within a platted subdivision which uses an approved curb & gutter system, a driveway permit application will not be necessary. Approval of a driveway permit, if applicable, is required by the Floyd County Engineer prior to issuance of a building permit.



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### Building Permit Application

*(Commercial Primary Structures, Commercial Accessory Structures, and Rehabilitations/Renovations/Finishing of Tenant Spaces)*

#### Applicant/Owner Information

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Name

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Project Address: \_\_\_\_\_

Street Address

City

ZIP Code

Tax ID or Parcel No. (If available)

Subdivision Name and Section (if applicable)

Lot Number

Property Owner: \_\_\_\_\_ Telephone: \_\_\_\_\_

Name

Address: \_\_\_\_\_

Street Address

City

State

ZIP Code

#### Project Information

**Proposed Work** (Check all that Apply):

- ☐ New Commercial Structure, or Addition to Existing Commercial Structure
- ☐ New Commercial Accessory Structure, or Addition to Existing Commercial Accessory Structure
- ☐ Commercial Rehab (Renovation/Rehabilitation to Existing Commercial Structure; Rehab Existing Tenant Space or finish a New Space)

If addition or rehab, please identify scope of work: \_\_\_\_\_

#### General Contractor

Full Name: \_\_\_\_\_ Company: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

#### Subcontractors

**Electrical:** \_\_\_\_\_ **Plumbing:** \_\_\_\_\_

Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

License #: \_\_\_\_\_

**Mechanical/HVAC:** \_\_\_\_\_ **Energy Rating Company:** \_\_\_\_\_

Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

## Site Information

Are there any other structures located on this property? YES ☐ NO ☐ If yes, please indicate on plot plan.

Is this property located within an identified flood area? YES ☐ NO ☐ If yes, has IDNR been contacted? \_\_\_\_\_

Electrical Service Provided to the property by (Harrison/Clark REMC, Duke): \_\_\_\_\_

## Square Footage

**Square Footage of Project:** (In additions/rehabilitations, this pertains ONLY to the scope of work included in this project)

Square Footage Totals:	Finished SQFT	Unfinished SQFT	Total
Basement (if applicable)			
1 <sup>st</sup> Floor (excluding garages and covered porches/patios)			
2 <sup>nd</sup> Floor (excluding covered porches and/or patios)			
Garage	Not Applicable	Not Applicable	
Total SQFT of any covered porches, covered patios, and/or ANY deck 30" or more above adjacent grade	Not Applicable	Not Applicable	
Total SQFT:			

No. of Bedrooms	No. Full Bath	No. Half Bath	Total No. Bathrooms	Est. Cost of Project
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## Disclaimer and Signature

The plans which have been furnished to Floyd County Plan Commission are a basis upon which Floyd County is entitled to act in issuing or revoking any permit or certificate of compliance. The plan(s) are incorporated, by reference, into this application. If there is any misrepresentation in this application or any associated documents, Floyd County may revoke any permit or Certificate of Occupancy issued in reliance upon such representation. I agree to comply with all Floyd County Ordinances, permit conditions, and State statutes which regulate the building and construction, use, occupancy, and site development, and grant Floyd County Officials the right to enter onto the property for the purpose of inspecting work related to this permit and/or posting any notices deemed necessary. I understand that, should I fail to have work ready for inspection and a reinspection is deemed necessary, a reinspection fee of \$120 may be assessed.

As the applicant for a building permit, I understand that I am required to request all inspections before a building can be occupied. Under Floyd County Zoning Ordinance 2006-6, it is unlawful to occupy a building until a Certificate of Occupancy has been issued by the Floyd County Building Commissioner. **There are no exceptions to this rule.** Under the terms of the Ordinance, I have an obligation to obtain a Certificate of Occupancy. I further acknowledge that I may be fined in accordance with Floyd County Zoning Ordinance 2006-6 in the event that I fail to comply with this requirement. I acknowledge that it is my obligation to inform the occupant of the structure if a Certification of Occupancy has not been issued, or if any outstanding code violations exist. I acknowledge my obligation to obtain a Certificate of Occupancy under Floyd County Zoning Ordinance 2006- 6, and understand that I have an obligation to advise any potential occupant of my failure to have final inspection completed and/or have a Certificate of Occupancy issued.

I certify that my answers are true and complete to the best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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# Fee Schedule

The cost of a building permit will be based upon the fee schedule listed below.

<b>Residential</b>	
Single Family or Two Family Dwelling (excluding garage, attic areas, etc.)	\$200 Base Fee plus \$.10 per square foot of floor area
Multi-Family Dwelling	\$300 per unit
Accessory Structures Detached Garage	\$40 minimum or \$.10 per square foot of floor area
Accessory Structures Attached Garage	\$100 minimum or \$.10 per square foot of floor area
Additions	\$55 Base Fee plus \$.10 per square foot of floor area
Interior Remodel	\$40 Base Fee plus \$.10 per square foot of floor area
Swimming Pool	\$175
Temporary Mobile Home	\$155 first two years \$300 per year after first two years
<b>Commercial and Industrial</b>	
Commercial and Industrial Structures	\$350 Base Fee plus \$.10 per square foot of floor area
Interior Remodel	\$75 Base Fee plus \$.10 per square foot of floor area
Accessory Structures and Additions	\$100 Minimum plus \$.10 per square foot of floor area
<b>Other Structures Fees and Fines</b>	
Change in Electrical Service	\$40
Parking Structure	\$10 per parking space
Re-Inspection	\$50 Residential \$120 Commercial/Industrial
Early Bird Fine (Start of Construction prior to permit issuance)	Twice the amount of permit
Variance Fine (Variance required because construction did not occur as per approved site plan)	Five times the cost of the permit plus the cost of the variance
Zoning Code Violations	\$50 per day per violation