



Community Development Services
 Planning Division
 City of Greenwood
 300 South Madison Avenue
 Greenwood, IN 46142
 (317) 887-5230
 (317) 887-5616 fax

COMMERCIAL

NEW

REMODEL/TENANT FINISH

ADDITION

PERMIT APPLICATION REQUIREMENTS

10-15 Business Day Review Time
WE DO NOT OFFER ANY KIND OF EXPEDITING

Review Time does not begin until we receive a complete Application Packet which includes:

- Application Form**
- Plan Authentication Agreement** (if State Design Release required)
- Impervious Surface Area Change Form** (new buildings and additions only)
- 3 full sets of construction plans**
- 1 digital copy of construction plans in .pdf format**
- 1 Site Layout showing the building pad location, dimensions, and elevations, and the drainage patterns and swales** (new buildings and additions only)
- 1 Erosion and Sediment Control Plan** (new buildings and additions only)

NO FEES ARE DUE OR WILL BE ACCEPTED AT TIME OF APPLICATION

You will be notified immediately if your application submittal is incomplete. We will still consider your application complete if the contractor information is not yet available.

We encourage you to submit your application to us while waiting for your state design release. Any releases must be received PRIOR TO ISSUANCE of the building permit.

FEES DUE AT TIME OF PERMIT ISSUANCE		
Building Permit Fee	New Building	\$500 base fee plus \$50/acre of entire project plus \$0.05/sqft of building
	Addition	Less than 10,000 sqft: \$500 base fee plus \$0.05/sqft 10,000 sqft or greater: \$500 base fee plus \$0.05/sqft plus \$50/acres of affected area
	Remodel	Structural - \$500 plus \$0.05/sqft Electrical - \$500 plus \$0.05/sqft Plumbing - \$500 plus \$0.05/sqft Mechanical - \$500 plus \$0.05/sqft Combination of any of the above maximum \$750 plus \$0.05/sqft
Sewer Connection Permit Fee Based on Water Meter Size	For each 3/4" or 5/8" water meter	\$835.00
	For each water meter larger than 3/4" but less than 2"	\$2,087.00
	For each 2" water meter	\$8,346.00
	For each water meter over 2"	\$19,196.00
Sewer Availability Fee	To be figured upon application. To get an estimate of fees, please see the Greenwood Municipal Code, Chapter 9, Sections 9-131 thru 9-134 on our website at www.greenwood.in.gov .	
Erosion and Sediment Control Permit Fee	(applicable to land disturbances greater than 10,000 sf, but less than 1 acre) CURRENTLY NO CHARGE	
Stormwater Management Permit Fee	(applicable to land disturbances of 1 acre or more) \$50.00	



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CONTACTS

Planning Division, Office of the Building Commissioner:	Lowell Weber, Building Commissioner Tony Magnabosco, Plan Reviewer and Building Inspector Aaron Crute, Plan Reviewer and Building Inspector Peggy Deer, Administrative Assistant Website: www.greenwood.in.gov	(317) 887-5230
Stormwater Department	Lori Barrett, Utility Specialist Chris Jones, Stormwater Superintendent Randy Weathers, Stormwater Supervisor Mike Weaver, Technician	(317) 887-4711
Greenwood Fire Department:	Rodney Johnson Tracy Rumble Bryan Brown	(317) 882-2599
White River Township Fire Dept	Mike Arany Matt Partain	(317) 888-8337
Johnson County Health Dept: Food Services Plan Review and Inspection	Elizabeth Schultz	(317) 346-4373
	Chris Menze	(317) 346-4375
Indiana Department of Homeland Security State Construction Design Release	Dave Moses Bonnie Robison	(317) 232-6422
	Web Site: http://www.in.gov/dhs/3658.htm Email: planreview@dhs.in.gov	



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**APPLICATION FOR
BUILDING PERMIT**

PERMIT NO.: _____

Application is hereby made for a permit to improve premises as described herein as shown in the accompanying **plans and specifications**, which improvement is to be located as shown on the accompanying **plot plan**. The information which follows and the accompanying plans, specifications and other information with the representations therein contained, are made a part of this application in reliance upon which the Planning Commission of the City of Greenwood is requested to issue a location improvement permit and any applicable sewer permits.

It is understood and agreed by this Applicant that any error, misstatement or misrepresentation of material fact, either with or without intention on the part of this Applicant, such as might or would operate to cause refusal of this application, or conditional approval thereof, or any material alteration or change in the accompanying plans, specifications or improvements subsequent to the issuance of a permit in accordance with the application, without the approval of the Planning Commission shall constitute sufficient ground for the revocation of this permit.

All building construction work, alterations, repairs, or mechanical installations and appliances connected therewith and other work necessary to complete the following improvement, shall comply with the State Building Rules and Regulations, local ordinances and such other statutory provisions pertaining to this class of work, and such rules, regulations, ordinances and provisions shall be considered a part of specifications, whether specified herein or not.

DATE OF APPLICATION _____ **Date Approved** _____ **Date Issued** _____

BUSINESS OR PROJECT NAME _____

LOCATION TO BE IMPROVED Address: _____
(one application form per building)

Lot Number _____ Block _____ Section _____ Suite _____

Subdivision _____

Township: PLEASANT WHITE RIVER

Type of Sewer Connection COMMERCIAL INDUSTRIAL

TYPE OF IMPROVEMENT (circle one)
COMMN – New
COMMR – Remodel/Tenant Finish
COMMA - Addition

	Staff Use
PERMIT FEE	\$ _____
TECH FEE (2)	\$15.00
TOTAL FEE	\$ _____

SIZE If new building: Total Square Feet of Building _____
Total Acreage of Project _____

If remodel or tenant finish: Total square feet of affected area _____

If addition: Total square feet to be added _____

APPROXIMATE PRICE OF PROJECT \$ _____

WATER METER(S) TO BE INSTALLED Number _____ Size(s) _____

APPLICANT Name: _____ Phone _____
Address: _____

OWNER Name: _____ Phone _____
(if different than above)
Address: _____

CONTRACTOR Name: _____ Phone _____
 (if different than above)
 Address: _____

ON-SITE CONTACT PERSON Name: _____ Phone: _____

TRAINED INDIVIDUAL IN CHARGE OF THE MANDATORY STORMWATER POLLUTION PREVENTION PROGRAM (required for new construction or additions only)

Name: _____ Phone _____

Address: _____

List of Qualifications: _____

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 said 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: _____

SIGNATURE OF BUILDING COMMISSIONER: _____
 (or designated representative)

TO BE COMPLETED BY BUILDING DIVISION STAFF

Parcel No. 41-____-____-____-____.____-____ **School:** ____ **Library:** ____ **WRTFD?** ____

Airspace Zone ____ Yes ____ No

TIF Districts

Eastside	____	Yes	____	No
US 31/Fry Road	____	Yes	____	No
State Road 135	____	Yes	____	No

Overlay Zones

I-65	____	Yes	____	No
South I-65/Worthsville	____	Yes	____	No
State Road 135	____	Yes	____	No

Flood Zone

Is Property in Floodway?	____	Yes	____	No
Is Property in Floodway Fringe?	____	Yes	____	No
Is Building in Floodway/Fringe?	____	Yes	____	No

If yes, please provide:

Applicable Flood Protection Grade: _____

Proposed Finished Floor Elevation: _____

Is Elevation Certificate Required? ____ Yes ____ No



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PLAN AUTHENTICATION AGREEMENT

Project Name: _____

Project Address: _____

As the person eligible and responsible for obtaining a permit or permits as required in Section 10-130 of the City of Greenwood Municipal Code, and based upon information contained within these plans, I certify that these plans are identical to those released for construction by the Indiana Department of Homeland Security, Division of Fire Safety/Plan Review. I also understand that if it is determined that these plans are not identical, all permits obtained from the City of Greenwood as a result of their submittal will be considered to be in violation of Section 10-130 of the City of Greenwood Municipal Code.

Authorized Signature

Date

Printed Name



City of Greenwood Department of Stormwater Management

300 South Madison Ave, Greenwood, IN 46142

voice (317) 887-4711 fax (317) 887-5616

Impervious Surface Area Change Form

Physical Property Location:

Premise Address _____

Parcel Number(s) _____

Premise Phone Number _____

Owner Contact Information:

Owner Name _____

Owner Address _____

Owner Phone Number _____

Definition of Impervious Surface Area: Hard surface area that collects and concentrates run-off from a property or parcel of land.

Impervious surface area includes:

- a. Asphalt and concrete roadways, driveways and parking and storage areas
- b. Compacted gravel roadways, driveways and parking and storage areas
- c. Rooftops, sidewalks, patio areas and pool decks
- d. Other areas as deemed necessary and approved by the Board

Internal Use Only

Previous Impervious Surface Area (square feet) _____

Change of Impervious Surface Area (square feet) _____

Increase or Decrease (circle one)

Total Impervious Surface Area (square feet) _____

Reason for change (Permit # or) _____

Original to Department of Stormwater Management

Stormwater Management to deliver to Finance

Changes Made on (date) _____