



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

**NEW SINGLE-FAMILY
 OR
 NEW TWO-FAMILY
 RESIDENTIAL**

PERMIT APPLICATION REQUIREMENTS

**3-5 Business Day Review Time
 WE DO NOT OFFER ANY KIND OF EXPEDITING
 NO FEES ARE DUE OR WILL BE ACCEPTED AT TIME OF APPLICATION**

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

- Application Forms**
- Signed Sidewalk Notice**
- 4 Copies of Plot Plan**
- 2 Copies of Erosion and Sediment Control Plan**
- 1 set of construction plans**
- 1 set of truss drawings including layout plan**
- Information on meeting Energy Code Requirements**

You will be notified immediately if your application submittal is incomplete.

FEES DUE AT TIME OF PERMIT ISSUANCE		
Building Permit Fee	Single-Family	\$350 base fee plus \$0.02 per square foot
	Two-Family	\$450 base fee plus \$0.02 per square foot
Park Impact Fee	Single-Family	\$1,206
	Two-Family	\$1,145 per unit = \$2,290 total
Sewer Connection Permit Fee	Single-Family	\$835 (based on either a 3/4" or 5/8" water meter)
	Two-Family	\$1,670 (based on either a 3/4" or 5/8" water meter for each side)
Sewer Availability Fee	Single-Family	Varies - To be figured upon application.
	Two-Family	
Erosion and Sediment Control Permit Fee		CURRENTLY NO CHARGE

NOTICE

On September 9, 2015 the City of Greenwood adopted Architectural Design Standards. These standards are required for all new residential construction whether in a new or established neighborhood or subdivision.

Any subdivisions where Secondary Plats were initially filed between June 3, 2005 and June 3, 2015 are exempt from these standards for 10 years from the initial filing date of the plat. All others filed prior to June 3, 2015 or after June 3, 2015 will be reviewed for Architectural Design Standard compliance.

If you are unsure whether you are required to meet these standards, please contact Peggy Deer at deerp@greenwood.in.gov or (317) 881-8698. A copy of the standards can be found on the City website at http://www.greenwood.in.gov/egov/documents/1443706616_85759.pdf.



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**APPLICATION FOR
 BUILDING PERMIT**

PERMIT NO.: _____

DATE OF APPLICATION _____ Date Approved _____ Date Issued _____

LOCATION TO BE IMPROVED Address: _____

Lot Number _____ in _____ Subdivision, Section _____

Township (circle one): PLEASANT WHITE RIVER

Connection is **RESIDENTIAL**

Lot Size _____ sf

TYPE OF IMPROVEMENT SFDN – New Single-Family Home
 (circle one) DBLN – New Two-Family Home

Staff Use	
PERMIT FEE	\$ _____
SFDN TECH FEE (1)	\$10.00
DBLN TECH FEE (3)	\$25.00
TOTAL FEE	\$ _____

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: _____

APPROXIMATE PRICE OF PROJECT \$ _____

SIZE(S) OF WATER METER(S) TO BE INSTALLED (circle one) 3/4" or 5/8"

NUMBER OF STORIES (circle one) 1 or 2

TYPE OF FOUNDATION (circle one) Crawl Slab Unfinished Basement Finished Basement

ENERGY CODE REQUIREMENTS MET BY (circle one) Prescription Path Performance Path

TYPE OF SIDING MATERIAL: _____ If vinyl, what is thickness? _____ inch

If using a type of lap siding, what is width of exposed board face? _____ inches

TYPE OF ROOFING MATERIAL: _____

HOME SQUARE FOOTAGES

	Unit 1	Unit 2
1 ST Floor Living Area	_____	_____
2 nd Floor Living Area	_____	_____
Finished Basement Area	_____	_____
Total Living Area	_____	_____
Garage Area	_____	_____
Other Area Under Roof	_____	_____
Total Square Feet	_____	_____

TRAINED INDIVIDUAL IN CHARGE OF THE MANDATORY STORMWATER POLLUTION PREVENTION PROGRAM

Name: _____ Phone _____

Address: _____

List of Qualifications: _____

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.

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

Airspace Zone? _____ Yes _____ No	Is Property in Floodway? _____ Yes _____ No
Eastside TIF Area? _____ Yes _____ No	Is Property in Floodway Fringe? _____ Yes _____ No
US 31/Fry TIF Area? _____ Yes _____ No	Is Building in Floodway/Fringe? _____ Yes _____ No
If yes, please provide:	
Parcel No. 41- _____ - _____ - _____ - _____ - _____	Applicable Flood Protection Grade: _____
	Proposed Finished Floor Elevation: _____
Model – Elevation _____	Is Elevation Certificate Required? _____ Yes _____ No
School: _____	Library: _____
	WRTFD: _____



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NOTICE TO BUILDERS

Residential and Commercial

Uniform Federal Accessibility Standards for Sidewalks and Handicap Ramps
(Federal Standard 795 & Recreation Areas without Barriers)
Effective Date: January 26, 1992

Included in this pack are regulations and some drawings as set by Federal Standard 795 & Recreation Areas without Barriers. The City of Greenwood requires that these standards be met. The issuing of an improvement location permit does not relieve the applicant of responsibility for complying with requirements of the Americans with Disabilities Act (ADA).

Receipt of this packet is hereby acknowledged.

Applicant's Signature

Date

Permit #: _____

Project Name: _____

Lot Number: _____

Lot Address: _____

Original to Applicant
Copy to Permit File

Approved 6/28/93 by Greenwood Planning Commission