



Community Development Services  
City of Greenwood  
300 South Madison Avenue  
Greenwood, IN 46142  
317.887.5230  
[www.greenwood.in.gov](http://www.greenwood.in.gov)

**COMMERCIAL**  
**ACCESSORY STRUCTURES**  
**STRUCTURES OTHER THAN**  
**BUILDINGS**

**PERMIT APPLICATION REQUIREMENTS**

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

ALL DOCUMENTS SHOULD BE SUBMITTED IN .PDF FORMAT TO  
[building@greenwood.in.gov](mailto:building@greenwood.in.gov).  
DUE TO ATTACHMENT SIZE LIMITATIONS, WE RECOMMEND USING A CLOUD-BASED FILE  
SHARING SERVICE FOR LARGE DOCUMENTS.

- ☐ Application Form - All items must be completed and the application must be signed.
- ☐ Site Layout showing the building pad location, dimensions, and distances from property line and other buildings
- ☐ Construction Plans

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

FEES DUE AT TIME OF PERMIT ISSUANCE	
Accessory Building	\$150 plus \$0.05 per square foot, minimum \$200
General Other Structure	\$100
Communications Towers	\$150 plus \$1 per lineal feet of height
Erosion and Sediment Control Permit Fee	(applicable to land disturbances greater than 10,000 sf, but less than 1 acre) \$100.00
Stormwater Management Permit Fee	(applicable to land disturbances of 1 acre or more) \$450.00

CONTACTS		
<b>Community Development Services</b>	Kenneth Seal, Building Commissioner Matt Correa, Building Inspector Josh Frazee, Building Inspector Aaron Crute, Building Inspector  Email: <a href="mailto:building@greenwood.in.gov">building@greenwood.in.gov</a>	(317) 881-8698
<b>Greenwood Fire Department</b>	Tracy Rumble, Fire Marshal Ryan Angrick, Deputy Fire Marshal  Email: <a href="mailto:GFDCodeenforcement@greenwood.in.gov">GFDCodeenforcement@greenwood.in.gov</a>	(317) 882-2599
<b>White River Township Fire Department</b>	Braden Prochnow, Fire Marshal Mathew Partain, Deputy Fire Marshal	(317) 888-8337
<b>Stormwater Department</b>	Chris Jones, Stormwater Superintendent Kai Werden, Stormwater Supervisor Mike Weaver, Technician  Email: <a href="mailto:stormwater@greenwood.in.gov">stormwater@greenwood.in.gov</a>	(317) 887-4711
<b>Johnson County Health Department</b>	Food Services Plan Review and Inspection 460 N Morton St, Suite A Franklin, IN 46131  Web Site: <a href="https://co.johnson.in.us/departments/index.php?structureid=27">https://co.johnson.in.us/departments/index.php?structureid=27</a>	(317) 346-4365
<b>Indiana Department of Homeland Security</b> Construction Design Release	Filing Requirements and Fees Electronic Filing Information and Assistance Project Expedite  Web Site: <a href="http://www.in.gov/dhs/2372.htm">http://www.in.gov/dhs/2372.htm</a>	(317) 232-6422 (317) 232-1426 (317) 232-1426



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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 \_\_\_\_\_

**TYPE OF IMPROVEMENT** (circle one)  
**COACC** – Accessory Structure  
**SOTBC** – Structure Other than Building  
**COMTWR** – Communication Tower

**SIZE OF BUILDING OR STRUCTURE** \_\_\_\_\_ square feet

**OCCUPANCY LOAD** \_\_\_\_\_

**APPROXIMATE PRICE OF PROJECT** \$ \_\_\_\_\_

**IS A NEW WATER METER(S) TO BE INSTALLED AS PART OF THIS PROJECT?** ☐ YES ☐ NO

**IS AN EXISTING WATER METER(S) SIZE TO BE INCREASED?** ☐ YES ☐ NO

**SIZE OF NEW WATER METER(S)** \_\_\_\_\_

**SIZE OF EXISTING WATER METER(S) (if applicable)** \_\_\_\_\_

**APPLICANT** Name: \_\_\_\_\_ Phone \_\_\_\_\_

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

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

**OWNER** Name: \_\_\_\_\_ Phone \_\_\_\_\_

(if different than above)

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

	Staff Use
<b>PERMIT FEE</b>	\$ _____
<b>TECH FEE (2)</b>	<b>\$15.00</b>
<b>TOTAL FEE</b>	\$ _____

**CONTRACTOR** Name: \_\_\_\_\_ Phone \_\_\_\_\_  
(if different than above)  
Address: \_\_\_\_\_

**ON-SITE CONTACT PERSON** Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

**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)



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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**

### **BUILDING CODES**

All inspections are conducted according to the State of Indiana approved building code. A copy of these codes can be obtained from these sources.

1. International Code Council at [www.iccsafe.org](http://www.iccsafe.org) or 1-888-422-7233
2. American Center Bookstore, 50 S Meridian Street, Ste 302, Indianapolis, IN 46204—317-634-3871

Indiana amendments for these codes can be obtained online at [www.in.gov/legislative/iac/](http://www.in.gov/legislative/iac/) in Title 675 Fire Prevention and Building Safety Commission.

<b>IBC 13 - Building Code</b>		
675 IAC 13-2.6	Indiana Building Code, 2014 Edition (IBC, 2012 Edition, 1 <sup>st</sup> printing) ANSI A117.1-2009	Effective 12/1/14

<b>IRC 14 - Indiana Residential Code</b>		
675 IAC 14-4.4	Indiana Residential Code 2020 Edition (IRC 2018 Edition, 1 <sup>st</sup> printing)	Effective 12/26/19

<b>IPC 16 - Plumbing Code</b>		
675 IAC 16-1.4	Indiana Plumbing Code, 2012 Edition	Effective 12/24/12

<b>IEC 17 - Electrical Code</b>		
675 IAC 17-1.8	Indiana Electrical Code 2009 Edition (NFPA 70-2008)	Effective 8/26/09

<b>IMC 18 - Mechanical Code</b>		
675 IAC 18-1.6	Indiana Mechanical Code, 2014 Edition (IMC, 2012 Edition, 1 <sup>st</sup> printing)	Effective 12/1/14

<b>IECC 19 – Energy Conservation Code</b>		
675 IAC 19-4	Indiana Energy Conservation Code 2010 (ASHRAE 90.1, 2007 edition, as amended)	Effective 5/6/10

<b>ISPC 20 - Swimming Pool Code</b>			
675 IAC 20-1.1	General Provisions and Definitions	Effective 10/11/01	Amended Effective 4/24/11
675 IAC 20-2	Public Swimming Pools	Effective 10/11/01	Amended Effective 4/24/11
675 IAC 20-3	Public Spas	Effective 10/11/01	Amended Effective 4/24/11
675 IAC 20-4	Residential Swimming Pools	Moved to Indiana Residential Code	Effective 4/24/11
675 IAC 20-5	Water Attractions		Effective 4/24/11

<b>IFC 22 - Fire Code</b>		
675 IAC 22-2.5	Indiana Fire Code, 2014 Edition (IFC 2012 Edition, 1 <sup>st</sup> printing)	Effective 12/1/14

<b>IFGC 25 - Fuel Gas Code</b>		
675 IAC 25-3	Indiana Fuel Gas Code, 2014 Edition (IFGC 2012 Edition, 2 <sup>nd</sup> printing)	Effective 12/1/14