



Community Development Services
City of Greenwood
300 South Madison Avenue
Greenwood, IN 46142
317.887.5230
www.greenwood.in.gov

COMMERCIAL
REMODEL OR TENANT FINISH

PERMIT APPLICATION REQUIREMENTS

15 Business Day Review Time

WE DO NOT OFFER ANY KIND OF EXPEDITING

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.

ALL DOCUMENTS SHOULD BE SUBMITTED IN .PDF FORMAT TO

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.
- ☐ Plan Authentication Agreement (if State Design Release required) – must be signed.
- ☐ Construction Plans

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

FEES DUE AT TIME OF PERMIT ISSUANCE		
Building Permit Fee		Structural - \$500 plus \$0.05/sqft
		Electrical - \$500 plus \$0.05/sqft
		Plumbing - \$500 plus \$0.05/sqft
		Mechanical - \$500 plus \$0.05/sqft
	Remodel	Combination of any of the above maximum \$750 plus \$0.05/sqft

SEWER FEES ARE ONLY APPLICABLE IF A NEW WATER METER IS INSTALLED OR AN EXISTING METER IS INCREASED IN SIZE.		
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 Based on Water Meter Size (Applicable only to new or increased sized water meter connections.)	For each 3/4" or 5/8" water meter	\$2,073.00
	For each 1" meter	\$5,389.80
	For each 1.5" meter	\$12,023.40
	For each 2" meter	\$20,730.00
	For each 3" meter	\$47,679.00
	For each 4" meter	\$84,993.00
	For each 6" meter	\$190,716.00
	For each 8" meter	\$339,972.00

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

Lot Number _____ Block _____ Section _____ Suite _____

Subdivision _____

TYPE OF IMPROVEMENT **COMMR** – Remodel/Tenant Finish

TOTAL SQUARE FEET OF REMODEL AREA _____

APPROXIMATE PRICE OF PROJECT \$ _____

OCCUPANCY LOAD _____

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

IS A NEW OR INCREASED SIZE WATER METER(S) TO BE INSTALLED? ☐ YES ☐ NO

SIZE OF NEW WATER METER(S) _____

SIZE OF EXISTING WATER METER(S) _____

APPLICANT Name: _____ Phone: _____

Address: _____

Email: _____

CONTRACTOR Name: _____ Phone: _____

(if different than above)

Address: _____

ON-SITE CONTACT PERSON Name: _____ Phone: _____

Email: _____

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 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/ in Title 675 Fire Prevention and Building Safety Commission.

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

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

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

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

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

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

ISPC 20 - Swimming Pool Code			
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

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

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