



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

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

PERMIT APPLICATION REQUIREMENTS

15 Business Day Review Time

WE DO NOT OFFER ANY KIND OF EXPEDITING

WE ARE NOW ACCEPTING ELECTRONIC SUBMITTAL THROUGH EMAIL.
ALL DOCUMENTS SHOULD BE IN .PDF FORMAT.

Please submit all required items below to building@greenwood.in.gov.

- ☐ **Application Form** – All items must be completed and the application must be signed.
- ☐ **Plot Plan**
- ☐ **Erosion and Sediment Control Plan**
- ☐ **Construction Plans**
- ☐ **Truss Drawings**
- ☐ **Truss Layout**
- ☐ **Energy Code Compliance Information**

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	\$1,722.00
	Two-Family	\$1,636.00 per unit = \$3,272.00
Sewer Connection Permit Fee	Single-Family	\$835 (based on either a ¾” or 5/8” water meter)
	Two-Family	\$1,670 (based on either a ¾” 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	(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	

For further information regarding zoning regulations and design standards, please refer to the City's Unified Development Ordinance available on our website at www.greenwood.in.gov/division/blocks.php?structureid=97.



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APPLICATION FOR BUILDING PERMIT

PERMIT NO.: _____

DATE OF APPLICATION _____

LOCATION TO BE IMPROVED Address: _____

Lot Number _____ in _____ Subdivision, Section _____

Lot Size _____ sf

TYPE OF IMPROVEMENT ☐ **SFDN** – New Single-Family Home
(check 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: _____
Email: _____

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

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

ON-SITE CONTACT PERSON Name: _____ Phone: _____
Email: _____

APPROXIMATE SALE PRICE OF HOME(S) (including lot) \$ _____

SIZE(S) OF WATER METER(S) TO BE INSTALLED
Unit 1: ☐ 3/4" ☐ 5/8"
Unit 2: ☐ 3/4" ☐ 5/8"

NUMBER OF STORIES Unit 1: ☐ Single ☐ Two Unit 2: ☐ Single ☐ Two

TYPE OF FOUNDATION Unit 1: ☐ Crawl ☐ Slab ☐ Finished Basement
☐ Partial Finished Basement ☐ Unfinished Basement
Unit 2: ☐ Crawl ☐ Slab ☐ Finished Basement
☐ Partial Finished Basement ☐ Unfinished Basement



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APPLICATION FOR BUILDING PERMIT

ENERGY CODE REQUIREMENTS MET BY

☐ Prescription Path

☐ Performance Path

ELECTRIC CODE YOU WILL BE USING ☐ 2020 Indiana Residential Code ☐ 2009 Indiana Electrical Code

PLUMBING CODE YOU WILL BE USING ☐ 2020 Indiana Residential Code ☐ 2012 Indiana Plumbing Code

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

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: _____



2012 INDIANA ENERGY CODE

CODE REQUIREMENTS ON ALL HOME PERMITS AFTER APRIL 5, 2012

3 Paths to Compliance

- 1) **PRESCRIPTIVE PATH** - most restrictive path. Accomplished through a checklist of items to be visibly inspected, along with documentation at the permitting stage. Follows Chapter 11 of the 2009 International Residential Code.
- 2) **PERFORMANCE PATH** – flexible but based on overall design. Requires blower door test and certification at final.
- 3) **TOTAL UA PATH** – used on a limited basis when paths 1) or 2) are difficult to accomplish. Uses RES/REM Type Software.

Requirements Regardless of Compliance Path

- 1) All insulation materials must be marked with R-Values. *Spray or Blown Insulation must post a certificate listing insulation values and or thickness applied.*
- 2) All window and door labels to be left on at rough-in for verification of fenestration and/or U-Factor.
- 3) Sticker placed on electrical panel showing:
 - a. Builder Information
 - b. All R-Values for floor, walls, ceiling, and attic.
 - c. Show all HVAC and water heater efficiency levels.
 - d. U-Factors of windows and skylights.
- 4) All building thermal envelope and ducts sealed to an air leakage to a maximum of 7 ACH @ 50 PA. To be either field verified by an approved party or blower door tested by a third party.
- 5) Supply ducts, except those completely within the building thermal envelope, must be as follows:

a.	Located in attic	R-8
b.	All others	R-6
- 6) Programmable thermostat programmed to a setting of minimum 55 and maximum 85 degrees Fahrenheit.
- 7) All recessed lighting must use IC-Rated fixtures sealed with gaskets or caulked.
- 8) Masonry fireplaces must use gasket sealed doors and outdoor combustion air.

COMMUNITY
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Planning Division

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Erosion and Sediment Control Requirements

1. Sediment and erosion control devices shall be installed and functioning prior to beginning any project earth disturbing activities.
2. All sediment and erosion controls shall be inspected until construction is complete, the site is permanently stabilized.
3. All erosion control devices shall be properly maintained during all phases of construction until the completion of all construction activities and all disturbed areas have been permanently stabilized. Additional control devices may be required during construction in order to control erosion and/or offsite sedimentation. All temporary control devices shall be removed once construction is complete and the site is permanently stabilized.
4. All sediment and erosion control devices shall be inspected once every seven (7) calendar days. Damaged, ineffective, or incorrectly installed devices shall be repaired or replaced, as necessary, within 48 hours of identification.
5. Stabilization measures shall be initiated as soon as practicable in portions of the site where construction activities have temporarily or permanently ceased, but in no case more than fourteen (14) days after work has ceased.

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Engineering Division

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