

# Planning & Building Commercial Permit Requirements

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## All Commercial Permits Require the following:

- Plot Plan
- Sewer hook up receipt or
- Septic system: Health Department permit approval
- Clean Water Permit
- 3 set of building plans
  1. Electronic copy (sent to Building Manager)
  2. Full size copy
  3. 11 x 17 copy
- Proof of ownership
- State Design release

## In addition to the above requirements, the following is also re-

### Demolitions

- Asbestos testing completed
- Health Dpt. for well abandonment

### Solar Panels

- Panels or Modules meet UL 1703
- Inverters meet UL 1741
- Roofs must be able to support modules or panels

## *All Commercial Permits must meet the following requirements:*

1. *Must be applied for by a Listed Contractor*
2. *Plot Plan must be certified*
3. *Building Plans must be certified*

## Application Process

Application is made at the Planning & Building Department first and then at the other necessary departments (Health Department, Clean Water Department and Surveyor). Once all other departments have given their approval, a representative from the Planning & Building Department will contact you to notify you that your permit from our department is ready to be picked up along with the remaining balance of fees. Any additional permits that were issued from the other departments will also be picked up at

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## Planning & Building Department 317-745-9255 Other Departments

Health Department  
(317)745-9216

Clean Water  
(317)718-6068

Deeds & Plats  
(317)745-9435

Surveyor  
(317)745-9237