

REQUIRED MATERIALS FOR COMMERCIAL BUILDING PERMITS

The following materials MUST BE submitted and reviewed by the Johnson County Department of Planning & Zoning PRIOR to the approval and release of a commercial building permit. If any of the required documents are missing, the application WILL BE turned away; we can not accept incomplete permit packages. IT may take up to fourteen (14) calendar days for review, depending on the workload of the department.

- **Construction Design Release** from the State of Indiana Department of Homeland Security, **IF 500 sq. feet or greater in size**
<http://in.gov/dhs/2372.htm>
- **A Current Contractor Listing:**
- A completed, signed and dated **application form**: Also available on the Johnson County Planning & Zoning website
- A **Sub-Contractor Sign-off Sheet**: Stating who will be performing or overseeing the Electrical, Plumbing, and HVAC work
- A **Septic Permit**: Available from the Johnson County Health Department (346-4365)
- A **Sewer Permit** available from: (if applicable)
Bargersville Utilities (422-5115), Franklin (736-3631), Greenwood Sanitation (887-5232), New Whiteland Utilities (535-4664)
Nineveh Conservancy District - Rob Wilson (933-5916), Princes Lakes Utilities - JoEllen (933-2163 ext. 2)
Trafalgar Utilities (878-5194), New Whiteland Utilities (535-5531)
- A **Driveway Permit** or **verification** of an existing driveway - available from the Johnson County Highway Department (346-4630).
- One copy of the **recorded deed** for the property (with Recorder's Stamp),
available from the Johnson County Recorder's Office (346-4385)
- **Two** copies of the **site plan** to **SCALE** showing: (see attached example)
 - ➔ All Property lines & streets
 - ➔ The location and size of all existing and proposed structures
 - ➔ The distance from each structure to the property lines and distance to the rights-of-way line
 - ➔ The location of the septic field (if applicable)
 - ➔ The location of all existing and proposed driveways
 - ➔ The location of all drainage, utility, and road easements located on the property
 - ➔ All proposed Landscaping
 - ➔ An arrow indicating North
 - ➔ Drainage and spot elevations
- **Three (3)** copies of all building plans drawn to scale, and stamped by a design professional if structure is 30,000 cubic feet or greater in size. Plans shall include but not limited to:
 - ➔ All structural designs and drawings: foundation, floor, wall, and roof details; floor plan(s) with room names and dimensions, door ratings, wall fire/smoke ratings
 - ➔ All electrical, plumbing and HVAC designs and drawings
 - ➔ All sprinkler plans AND State Release for sprinkler (if applicable)
 - ➔ All kitchen hood plans AND State Release for hood (if applicable)
 - ➔ All other drawings deemed necessary by either Chief Building Official or Fire Department
 - ➔ All building elevations
 - ➔ Fire Alarm Design plan
- **Two (2)** copies of all **Truss Calculations** with a **REGISTERED INDIANA ARCHITECT OR ENGINEER'S SEAL**,
If trusses are to be used in the project (available from your truss supplier)
- **Storm Water Permit**: Completed, and signed Storm Water Application
 - ➔ **2 copies** Storm Water Pollution Prevention Plan (SWPPP) (see example in packet)
 - ➔ (site plan with loc: if applicable)
- If applicable an address will be determined for the property 30-45 days after the permit is issued.



Johnson County Department of Planning & Zoning Commercial Building Permit Application

LOCATION OF WORK:

Address: _____
City/Zip: _____
Township: _____
Subdivision: _____
Section: _____ Lot #: _____

CONTRACTOR: (only fill this section out,
if you are a listed contractor) (if you are the homeowner
pulling permit, just write HOMEOWNER)

Name: _____
Address: _____
City/State/Zip: _____
Telephone #1: _____
Telephone #2: _____
Email: _____

How would you like to be notified when the permit
is ready?(please circle one) Phone or Email

PROPERTY OWNER(S):

Name(s): _____
Address: _____
City/Zip: _____
Telephone #1: _____
Telephone #2: _____
Email: _____

How would you like to be notified when the permit
is ready?(please circle one) Phone or Email

*I Certify the information contained on this form, and the plans
submitted are complete and accurate under the penalties of
Perjury. I will be responsible for all applicable laws and ordinances,
and understand that approval of plans and the issuance of a permit
DOES NOT obviate the need to comply with these laws and ordinances.
I agree to hold harmless and indemnify Johnson County, Indiana for any
losses, claims, or liability resulting from the undersigned, principal,
sub-contractor, or supplier's errors of omission and/or commission.*

NATURE OF WORK:

- Addition _____
- New Construction: _____
- Remodel _____
- Repair (Fire Damage) _____

INTENDED USE OF STRUCTURE: (check one)

- Agricultural:
Acreage: _____
- Government
- Hospital
- Industrial
- Multi-Family
- Restaurant
- Other (Specify): _____

CONSTRUCTION DETAILS:

Approx. Value of Construction: \$ _____
Total Floor Area (everything under roof): _____ sq. feet
Height to Peak (lowest to highest point) _____
Number of Stories: _____
Number of Bedrooms: _____
Number of Bathrooms: _____
Number of Electrical Services: _____

OTHER DETAILS:

Sewer Permit: _____
(Please enter the city, and also include a copy of the permit)
Septic Permit #: _____
(Please enter the Septic Permit #, and include a copy of the permit)
Water: _____
(Please enter the city, and also include a copy of the permit)
Driveway Permit #: _____
(Please enter the Permit #, and include a copy of the permit, if existing
driveway include verification from Highway Department)
State Design Release #: _____

Signature of Applicant

Printed/Typed Name

Date

DEPARTMENT USE ONLY

Date Received: _____

Time Received: _____

Parcel #: 41- _____

Section: _____

Township: _____

Range: _____

Zoning: _____

Permit #: _____

Permit Fee: _____

Receipt #: _____

Cash: _____ Check #: _____

Date Released: _____

Contractor Listing #: _____

Current? Yes No

Plan Commission/BZA/Variance Hearing Officer approval needed? Yes No

Case #: _____

Approval Date: _____

SWPPP/Stormwater Review:

FEMA Flood Hazard: Yes No

F.I.R.M.#: _____

Localized Flood: Yes No

MEPG: Rear = _____ Front = _____

SWPPP/Stormwater Approved: _____

SWPPP/Stormwater Denied: _____

By: _____

Site Plan Review:

No Open Violations:

Yes No

No Variance, Special Exception, Rezoning or all applicable conditions, commitments, etc. met:

Yes No

If in plat, are setback requirements, easements, or miscellaneous requirements met:

Yes No

If **not** in plat, lot dimension requirements met:

Yes No

Setback & Height requirements met:

Yes No

Permitted Use:

Yes No

Parking Approved:

Yes No

Landscaping Approved:

Yes No

Site Plan Approved: _____ By: _____

Site Plan Denied: _____ By: _____

Building Plan Review:

Square Footage Calculation: _____

Additional Fee: _____

Building Plans Approved: _____

Building Plans Denied: _____

By: _____

Johnson County Department of Planning & Zoning
Sub-Contractor Sign-Off Sheet

To all concerned: the submission of drawings for plan review are to consist of:

Structural: Foundation drawings; floor plans w/ dimensions and room names; wall section; roof framing detail or stamped truss drawings. (These plans are mandatory and may not be omitted)

Electrical: Outlet and switch locations, smoke detectors, panel and meter base locations, ceiling fans and lighting fixtures.

Plumbing: A basic plumbing schematic of the drain, waste, and venting system.

HVAC: A drawing showing the locations of the return and supply air grills and their sizes, plus the location of the HVAC Equipment

Electrical Sub-Contractor: _____	
Address: _____	Contact Number: _____
Email: _____	License #: _____
<input type="checkbox"/> Will be performing the work	<input type="checkbox"/> Will be overseeing the work

Plumbing Sub-Contractor: _____	
Address: _____	Contact Number: _____
Email: _____	License #: _____
<input type="checkbox"/> Will be performing the work	<input type="checkbox"/> Will be overseeing the work

HVAC Sub-Contractor: _____	
Address: _____	Contact Number: _____
Email: _____	License #: _____
<input type="checkbox"/> Will be performing the work	<input type="checkbox"/> Will be overseeing the work

Project Address: _____

Permit Holder: _____

Signature

Date

By signing above, I hereby affirm that all work performed shall be applicable to the codes enforce with the State of Indiana and the County of Johnson. I have received this form in lieu of submitting requested drawings or schematics for plan review.

