



CITY HALL
202 S. Wabash Street
Wabash, IN 46992

PHONE (260) 274-1491
FAX (260) 563-0876

COMMERCIAL STRUCTURE BUILDING PERMIT / IMPROVEMENT LOCATION PERMIT APPLICATION

DATE APPLIED: _____ PERMIT NO: _____
DATE ISSUED: _____ RECEIPT NO: _____

Department Use Only

Parcel #: _____ Township: _____
Subdivision: _____ Section/Phase: _____ Lot #: _____ Zoning: _____

Address of Construction Activity: _____

P R O P E R T Y	O W N E R	Name: _____	
		Mailing Address: _____	
		City/State/Zip Code: _____	Ph: _____

Individual / Contractor Responsible for Construction Activity:

Building Contractor: _____
Name Address Phone

Concrete Contractor: _____
Name Address Phone

Electrical Contractor: _____
Name Address Phone

Plumbing Contractor: _____
Name Address Phone

Type: New Primary Structure Addition to Existing: _____ New Accessory Structure
 Addition to Existing Accessory Structure Interior Remodel (length of interior walls being added/removed: _____)

New Address Required: Yes No **Occupancy Classification:** _____ **Intended Use:** _____

Dimensions: _____' - _____" X _____' - _____" **Height of Structure:** _____' - _____" (at tallest point)

Sq. Footage: Basement _____ 1st Fl _____ 2nd Fl _____ 3rd Fl _____ Other: _____ - _____

State of Indiana Construction Design Release (CDR) Issued: Yes (# _____) No Pending (# _____) N/A

Any Electrical: Yes (separate permit required) No **Any Plumbing:** Yes (separate permit required) No

Est. Cost of Construction: \$ _____ **Est. Date of Completion:** _____ / _____ / _____

I hereby certify that I have the authority to make the foregoing application; that the application and accompanying plans/documentation are correct; and that the Department is hereby authorized to enter the premises to perform required inspections; and that any structure will not be used or occupied until a Certificate of Occupancy has been issued. I further acknowledge that the violation of applicable codes and ordinances may result in the assessment of fines and penalties.

Department Use Only

Permit Fee

Permit Fee: \$ _____
Other: _____ \$ _____
Total Fees: \$ _____

Applicant Signature Printed Name Date

Approved by: _____

Department Representative

Date

Comments/Conditions: _____

THE FOLLOWING INFORMATION, IF APPLICABLE, MUST BE SUBMITTED WITH THE BUILDING/IMPROVEMENT LOCATION PERMIT APPLICATION:

1. Site plan of the property showing:
 - a. All property lines and dimensions
 - b. All streets, alleys, and other rights-of-ways adjacent to the site
 - c. The location of all recorded easements
 - d. The location of all utility lines (overhead and underground)
 - e. The location of all County Regulated Legal Drains
 - f. All parking areas designated for off-street parking
 - g. All existing and proposed structures
 - h. The setbacks of all existing and proposed structures
 - i. The height, width, and depth of proposed structures
2. Two sets of detailed blueprints and any other plans or documentation as submitted to the State of Indiana for a Construction Design Release (if required) for the proposed commercial structure.
3. New commercial structures may require water and sewer tap permits. Copies of these permits must be submitted prior to issuance of this permit. Water and sewer tap permits may be obtained from the Building Department, (260) 274-1491.
4. If serviced by a septic system or new well, permit applications must be accompanied by a copy of the approved well and septic permits.
5. New commercial structures which require access onto a new or existing public roadway are required to submit a copy of the approved drive cut permit from the appropriate agency having jurisdiction.

PLEASE NOTE THE FOLLOWING REQUIREMENTS WHICH MAY APPLY:

1. Development Plan approval is required for all commercial construction activity (including new parking lots); please consult with the Department for more information about this requirement.
2. Only one primary structure is allowed per parcel of record.
3. Setbacks must be maintained from all property lines; you may need to join two or more parcels prior to permit approval.
4. Construction must be at least 10' from any water well or component of a septic system.
5. Other permits may be required for the following: Electrical permit, Plumbing permit, Sign permit, Fence permit.
6. Electrical permits may only be obtained by an electrician licensed by Huntington County.
7. Plumbing permits may only be obtained by a state licensed plumbing contractor.

IMPORTANT INSPECTION INFORMATION

1. Inspections may be scheduled by calling the Department at (260) 274-1491 during normal business hours 8:00 am - 4:00 pm Monday through Friday (except holidays). The Department does **NOT** accept inspection requests by email, fax, or voicemail. You do not need to speak to an inspector to schedule an inspection, any member of the staff can assist you in scheduling.
2. Concrete inspections (footer, post hole, foundation, basement walls and slab) require a minimum of 4-hours notice. All other inspections require a minimum of 24-hours notice.
3. Failure to call for a required inspection will result in the assessment of fines/penalties. You may also be required to undo already completed work so that code compliance may be verified by the inspector.
4. If an inspection is failed/denied by the inspector, a re-inspection fee may be assessed and you will be required to schedule a new inspection appointment.

THE ISSUANCE OF A PERMIT SHALL NOT AUTHORIZE THE VIOLATION OF ANY PROVISION OF THE BUILDING CODE, ELECTRICAL CODE, PLUMBING CODE, ZONING CODE, OR ANY OTHER APPLICABLE CODE OR REGULATION.