

COMMERICAL PLAN

The following **MUST** building plans:

1. Permit provided from
2. One Set of larger than 11 need to be
3. Plot plan
4. Septic Permit permit
5. Letter of approval from Homeowner's Association
6. Driveway Cut Permit (INDOT/ Highway Department)
7. Construction Design Release from the State



BUILDING PERMIT REQUIREMENTS

be submitted with the

Application – Form
Planning Department
Building Plans (if
X 17 a PDF will also
provided)

or municipal sewer

The Building Plans **MUST** include the following:

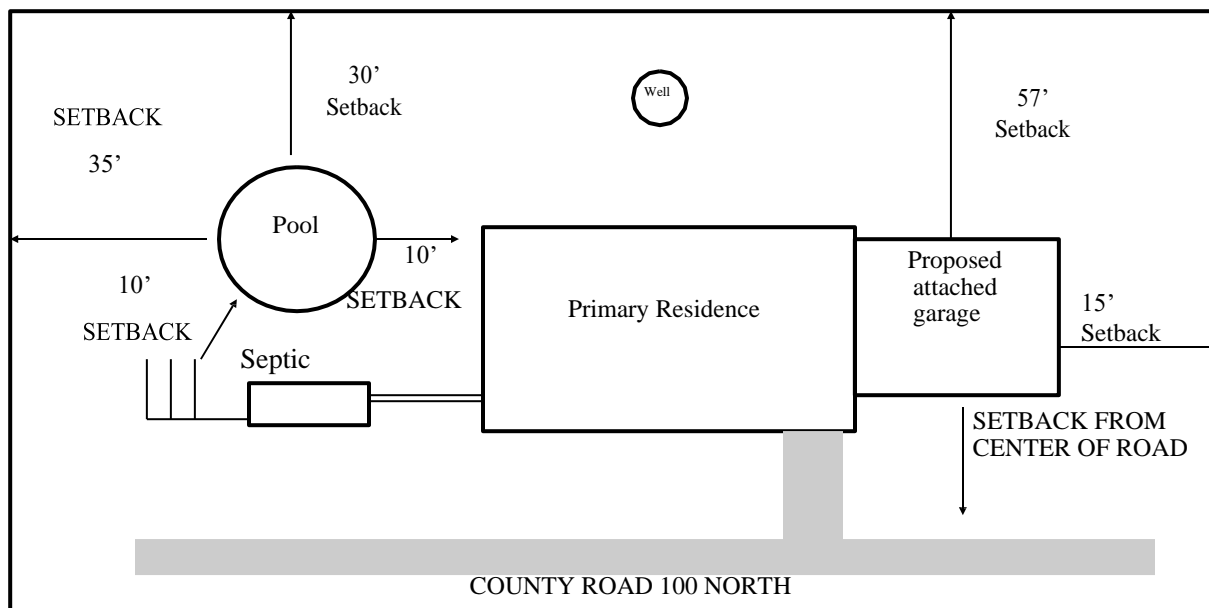
1. **Site plan** - Scaled drawing, which shows the size and location of all new construction as well as all existing structures on the site. Distances from structure(s) to lot lines. Impervious and building coverage. Utilities including fire hydrants, landscaping, easements, curbs and gutters, curb cuts, walkways, slope of driveways, and grading (*including retaining walls, drainage, and a north arrow*). Include parking areas, setbacks, etc. to be included.
3. **Architectural** - Dimensioned plans for each floor that shows room layouts and use of space. Also include elevation views, wall sections, windows, doors, and finishes. Include all information used for building height or size increases.
4. **Foundation** - Included on the dimensioned plan, the depth of the foundation, and the proposed materials to construct the foundation. Detailed wall cross section.
5. **Accessibility** - Provide a plan that shows all accessible features of the building, including routes (*both interior and exterior*), entrances and means of egress, areas of refuge, facilities and elevations, hardware, handrail ramps, and other requirements for an accessible building per the IBC.
6. **Life Safety** - Provide a plan that shows egress calculations, occupancy loads and uses for each room, travel distance, exit widths, emergency lighting and exit signs.
7. **Structural** - Typical floor and roof framing plans. The plan(s) size of member to be used, allowable stresses and all information to erect the joints, beams, rafters, columns, or girders within the structure (*include all calculations*).
8. **Mechanical** - Location, size, and listed / labeled information for all equipment and appliances that comprise parts of the buildings mechanical system. Ventilation and exhaust calculations, schedules, supply and exhaust duct work, chimney termination, materials and any other information required to complete the buildings HVAC system.
9. **Plumbing** - Include isometric riser diagrams for potable water supply and the drain waste as well as vent systems with the locations and materials specified for all the piping and fixtures within the plumbing system. Details of special devices (*i.e. backflow preventer, grease traps, etc.*).
10. **Electrical** – Full electrical plan for all locations of switches, outlets, and lighting.
11. **Fire protection** - When required, the construction documents may include a submission for the suppression system, the fire alarm system, the smoke control system, single / multiple stations detectors, standpipes, fire department connections, as well as fire extinguisher(s) size and location.

Energy Code compliance – If choosing the Performance method, please provide the “as designed” packet from a third-party Energy Code specialist. If choosing Prescriptive, please ensure Energy Code is being met on the plans provided. Listed is the link to Energy Code compliance: <https://codes.iccsafe.org/content/INRC2020P1/chapter-11-re-energy-efficiency>

Application Process:

Application is made at the Planning & Building Department AFTER septic system approval is obtained from the Putnam County Health Department (if applicable). Plans will be reviewed and a representative from the Planning & Building Department will contact you to notify you that your permit is ready to be picked up along with the approved copy of the plans. Approved plans must always be placed in a watertight container and be accessible by the building inspector during construction. Building permit must be posted at the site during construction.

Setback Example
“Not Drawn to Scale”



Plot Plan Requirements

- Lot Dimensions and area
- Location and dimensions of all structures including garages, carports, and other accessory buildings
- The proposed structure with dimensions and setbacks
- Showing any easements

Setbacks

The measured distance from the proposed structure to property lines and/or primary residence, all that is applicable. Setback distances are determined based on what the property is zoned and/or structure use.

For a complete definition or zoning classification please call (765) 301-9108.

***You must be the property owner or a listed contractor with this department to apply for any building permits.**

Commercial/Industrial Plan Submittal Checklist

These guidelines outline the minimum requirements for plan submittal/review of Commercial/Industrial construction projects.

Check the box if in compliance/on the plans; place an X in the box if not applicable to the plan; leave box blank if not in compliance/on the plan

Permit Application

- Location of site completed.
- Contractor information completed or waiver signed and notarized.
- Description of project.
- Owner/contact information completed.
- Contractor listed with Putnam County.
- Application Signed.

Items submitted with the Application

- PDF copy of plans provided (**larger than 11x17**)
- Plot plan
- Letter of approval from HOA (**if applicable**)
- ILP from City of Greencastle (**2-mile fringe**)
- Septic Permit/Letter from sewer company
- Driveway Cut Permit
- CDR from Homeland Security
- Application Fee paid
- Proof of compliance with Energy Code (**before Insulation inspection**).

Foundation Plan Review

- Foundation details on foundation sheet (**See Wall Cross Section**).
- Slabs shall be shown, and their thicknesses specified (**See Wall Cross Section**).
- Foundation drains must be shown on plans (**See Wall Cross Section**).
- Crawl space conditioned. If not conditioned, need location of vents.

Floor Plan Review

- Label uses of all rooms, spaces, and their size, show all door locations and width
- Provide all window sizes, types, and locations
- Comply with bedroom and basement window egress requirements (**IBC 1029**) – **for apartments or living spaces only**.
- Show maximum sill height of 44 inches in bedroom & basement egress windows (**IBC 1029.3**)
- Detail & specify basement window wells showing minimum width at egress window of 36 inches & a permanent egress ladder complying with **IBC 1029.5**
- Provide access to each separate attic and crawl space(s).

Elevations

- Provide complete drawings of all proposed front, rear and both side elevations, include patio covers, decks and fireplaces
- Indicate all materials used: stucco, concrete block, glass block, roofing systems, siding, veneers, etc. (**See Wall Cross Section**).

Elevations Continued

- Note and specify all roof slopes (**See Wall Cross Section**).
- Provide adequate attic ventilation.
- Note and dimension that masonry chimneys must terminate a minimum of two (2) feet above any point of a roof within ten (10) feet measured horizontally but not less than three (3) feet above the highest point where the chimney passes through the roof (**IBC 2111.11**)

Framing Plans

- Provide complete roof and floor framing plans. Show size, spacing and span of all framing members (**engineered lumber only**)
- Note and detail tie straps, framing anchors and joist hangers by type, size and required attachment to framing members (**See Wall Cross Section**).
- Locate sky lights and roof openings. Provide detail of framing around openings in floor or roof system
- Detail all connections from the foundation to the roof (**See Wall Cross Section**).
- Provide one set of complete truss plans (**engineered lumber only**).

Electrical Plan

- Provide electrical plan showing outlets, switches, and lighting, including all GFCI outlets.
- Provide hardwired and interconnected smoke detectors and carbon monoxide detectors as required, show locations, and note installation requirement on the drawings.
- Provide location of standpipe.

Plumbing

- Provide plumbing plan showing sinks, showers, tubs, toilets, and fans.
- Indicate location of sump and sewage ejectors on the plumbing plan.

Mechanical

- The plan must include the location of the furnace and water heater.
- Show exhaust fan locations for bathrooms, water closet compartments and laundry rooms in lieu of operable windows.
- Detail and note on plans the method of meeting combustion air requirements for gas appliances
- Indicate stove/oven hood vent(s).

Energy Code Compliance

- IBC Chapter 13 and the International Energy Conservation Code
- R Value of Insulation must be on the plans (**See Wall Cross Section**).

Plot Plan on Putnam County GIS System

- Must show all existing and proposed improvements
- Must show distance from all property lines