

Sellersburg Commission of Buildings and Code Enforcement

316 East Utica Street
Sellersburg, IN 47172
(812)246-3821 **ext 6**
building@sellersburg.org

Instructions for filing a Class 1 Location Improvement Permit Application

1. The general information section must be completed on all applications.
2. If you are constructing a building, the Building Information section must be completed.
3. Complete each section that is applicable to your building.
4. For new buildings all application sections must be completed and submitted by the property owner or their General Contractor.
5. Sellersburg Contractor License numbers must be provided for each contractor.
6. If you are a contractor who will be providing services on new construction, do not submit an application for a permit for your portion of the job. All new construction permits must be obtained by the property owner or their General Contractor.
7. If you are replacing any electrical, plumbing or HVAC on an existing building, you must fill out the applicable sections along with the General Information section.

Plan Review Submittal Checklist for Class I Structure (Commercial)

Per Indiana State Law (675 IAC 12-6-2) the definition of a "Class 1 structure" means any part of the following:

(A) A building or structure that is intended to be or is occupied or otherwise used in any part by any of the following:

- (i) The public.
- (ii) Three (3) or more tenants.
- (iii) One (1) or more persons who act as the employees of another.

(B) A site improvement affecting access by persons with physical disabilities to a building or structure described in this subdivision.

(C) Storage facilities, tanks, and dispensing equipment for flammable and combustible liquids or gases.

The following is a list of items that should be provide for the plan review. Submitting the requested information will reduce your review times and expedite overall release of your permit. You are encouraged to submit for your permit plan review prior to having an Indiana State CDR (Construction Design Release). While the CDR is required in order to release the permit, it is not required to begin the permitting process.

Items required for Plan Review:

- ___ 1. Commercial Building Permit Application
- ___ 2. Plan Review Project Information Sheet
- ___ 3. Plat of proposed construction (remodel, addition and new) location showing lot boundaries, dimensions of proposed building or addition, distances from property lines and any other structures on the site. Accessible parking and the accessible route shall be indicated.
- ___ 4. 3 sets of plan drawings- drawings shall be to scale, numbered, and need to include information on all areas for which a permit is being sought
 - ___ a. Building (Structural and Architectural)
 - ___ b. Mechanical- (air handling units, any refrigeration equipment, ect)
 - ___ c. Electrical (Generators, transfer switches, signage, ect)
 - ___ d. Plumbing (grease traps, back flow prevention, water heaters,ect)
 - ___ e. Automatic Fire Suppression (i.e. Sprinkler, Wet-chemical, dry-chemical, clean-agent, ect)
 - ___ f. Hoods (Type I, Type II, Laboratory, etc.)
 - ___ g. Storage Tanks (Above ground, underground) along with types of liquids/chemicals stored

- _____ 5. Plans should have an index sheet and code summary.
- _____ 6. 3 copies of specifications- Specifications can be included on the plan sheets. (Please make sure the correct/current code references and standards are listed on the plans.)
- _____ 7. Energy ComChecks per Section 5.7 of the Indiana Energy Conservation Code (<http://www.energycodes.gov/comcheck/download.stm>) Select ASNI 90.1-2007
 - _____ a. Building Envelope
 - _____ b. Mechanical Equipment-(HVAC, economizers, water heating)
 - _____ c. Interior Electrical- (lighting and controls)
 - _____ d. Exterior lighting
- _____ 8. Floodplain Information
 - _____ a. FIRM checked
 - _____ b. Floodplain Administrator Consulted (building commissioner)
 - _____ c. Federal, State and Local Special Flood Hazard Areas requirements met
- _____ 9. MS4 Information
 - _____ a. Consult with MS4 coordinator (building commissioner)
 - _____ b. For plans requiring Rule 5 preapproval and plans to CCSWCD
 - _____ c. BMP/Errrosion plans a large project aknowledged

- "Based on the zoning and the standard industrial classification (SIC) code (or North American Industrial Classification System (NAICS) code), this site requires a separate permit for industrial stormwater discharges (Indiana's 327-IAC-15-6). YES _____ NO _____

o If "YES", a separate application must be filed with the Indiana Department of Environmental Management (IDEM) for industrial stormwater discharges.

- "The plans have been developed such that site drainage is configured in clean, uncontaminated, unpolluted runoff leaving the site, and that the potential for offsite discharges of pollutants is at an absolute minimum."

- "Is the total site disturbance equal to or greater than one (1) acre?" YES _____ NO _____

o (If YES, than): "The plans contain a detailed stormwater pollution prevention plan (SWPPP) to manage all construction activities for pollution prevention. The SWPPP includes an erosion prevention and sediment control (EPSC) plan, identified construction staging areas, equipment management and fueling areas, construction chemical and fuel management procedures, and other aspects that may have the potential to affect surface and groundwater quality during construction."

o (If YES, than): "The plans contain a detailed analysis of post-construction stormwater quality and appropriate water quality treatment methods and devices based on the proposed land use. Post-construction plans must account for nonpoint source (NPS) pollutants likely to be found on the site after final stabilization. (i.e. Parking lot areas; seasonal fertilizer and pesticide applications; aggregate, compost and other storage areas, etc.) The plans shall show that stormwater treatment installations are proposed for the site to adequately treat pollutants to pre-development levels, or other as specified by Town regulation."

o "The post-construction plans show appropriate spill prevention and countermeasures for stockpiles and storage of chemicals, liquids and other pollutants found on the site based on the proposed land use."

Application for Class 1 Location Improvement Permit

General Information

Date _____

Site Location _____
(lot number and address if known)

Property Owner _____
(name/principals name if corporation) (telephone number)

Corporation Name _____

Address _____
(property owner or corporation if corporation)

City, State, Zip _____

General Contractor _____
(name of company) (Sellersburg contractor license number)

Address _____

City, State, Zip _____

Contact Person _____
(name) (telephone #)

Building Information

Building Type _____
(single family residence, duplex, townhouse, garage, ect...)

Square Footage

Basement _____ 1st Floor _____ 2nd Floor _____ 3rd Floor _____

Separation/Set Back

Front _____ Left Side _____ Right Side _____ Back _____

Lot Width _____ Lot Depth _____

Electrical

Electrical Contractor _____
(name of company) (Sellersburg contractor license number)

Address _____

City, State, Zip _____

Contact Person _____
(name) (telephone #)

Luminaires _____ Outlets _____ Panel Amps _____

Miscellaneous _____

Plumbing

Plumbing Contractor _____
(name of company) (Sellersburg contractor license number)

Address _____

City, State, Zip _____

State of Indiana Certification Number _____

Contact Person _____
(name) (telephone #)

Water Closets _____ Shower Drains _____ EWC _____ Lavatories _____

Disposal _____ Urinals _____ Bath Tubs _____ Dish Washer _____

Kitchen Sink _____ Water Heater _____ Floor Drains _____ Service Sink _____

Laundry Tub _____ Washer _____ Other _____

HVAC

HVAC Contractor _____
(name of company) (Sellersburg contractor license number)

Address _____

City, State, Zip _____

Contact Person _____
(name) (telephone #)

Heating

Fuel to be used _____ Type of Furnace _____

Location of Furnace 1 _____ Location of Flue Exhaust 1 _____

Location of Furnace 2 _____ Location of Flue Exhaust 2 _____

Number of Supply Ducts 1 _____ Return Air Ducts 1 _____

Number of Supply Ducts 1 _____ Return Air Ducts 1 _____

Air Conditioning

Tonage of Unit 1 _____ Tonage of Unit 2 _____

Location of Unit 1 _____ Location Unit 2 _____

Miscellaneous

(remodeling, additions, signs, pools, roof, ect.)

Description of work _____

Floodplain

FIRM Map used _____ Floodplain Yes _____ No _____

Name of water course(s) on site _____

Storm water discharged to _____

MS4

QPI Information

Name: _____ (Last Name First Name MI)

Company & Title: _____

Drivers License # _____ Date of Birth: _____

Residence Address: _____ City: _____

St.: _____ Zip: _____ Contact Phone Number: _____

E-mail Address: _____

Years of experience _____ QPI Registration No. _____

Site Information

Total Acreage of site: _____ Total acreage affected by activity: _____

If disturbance is larger than 1 acre a Rule 5 NOI must be filed

If no is checked please explain _____

When NOI is filed contact Clark County Soil and Water Conservation District with start date.

