

## TOWN OF PITTSBORO COMMERCIAL BUILDING PROCEDURES

1. Submit a hard copy and a digital copy of the following to the building commissioner located at the Pittsboro Town Hall. The digital copy may be sent to the Building Commissioner, Steve Maple at [sdmaple@live.com](mailto:sdmaple@live.com).
  - a. plot plan
  - b. blue prints
  - c. erosion control plan
  - d. preliminary “as designed” energy approval form
  - e. truss drawings with the floor and truss layout page and the engineer’s stamp (unless stick built)
  - f. completed application
2. Allow five (5) business days to review the items listed under the above procedure (item #1), if everything is in order, the building permit will be issued and notification will be made to the General Contractor listed on the application.
3. Payment is to be made at the Pittsboro Town Hall at 80 N. Meridian St., at which time you will be given the permit.
4. The building permit must be placed in a location on the building site that is visible from the street and shall remain in place during the entire period of construction.
5. The building permit becomes void if an inspection has not been done within a year.
6. If any changes or deviations are made from the original application, a new building permit may be required.
7. A temporary construction entrance must be installed in conjunction with the initial grading.
8. Trash and debris containments are required for each lot under construction, **burying or burning trash or debris on construction site is strictly prohibited.**
9. Restroom facility (port-a-pot) or equivalent shall be placed within every four hundred feet (400) of each lot under construction.
10. For all building inspections call 24 hours in advance. Phone: (317) 892-7661.
  - a. Footing – needs to be inspected before it is poured
  - b. Slab - Plumbing
  - c. Slab Foundation – visqueen, pea gravel and styrofoam
  - d. Foundation – needs to be inspected before it is poured
  - e. Rough-in structural – HVAC, plumbing and electrical all needs to be inspected before the insulation is put in. NOTE: If there is a fireplace, it will be inspected at this time.
  - f. Energy inspection – insulation needs inspected before drywall is installed
  - g. Sewer – needs to be inspected before it is covered over the fill
  - h. FINAL – includes grading and sidewalk inspection. This is when the Certificate of Occupancy (C of O) is issued.

FAILURE TO COMPLY WITH THE TOWN OF PITTSBORO’S BUILDING PROCEDURES COULD RESULT IN PENALTIES.

# COMMERCIAL / INSTITUTIONAL BUILDING PERMIT APPLICATION

**TOWN OF PITTSBORO**  
 P.O. Box 185  
 80 N. Meridian St.  
 Pittsboro, IN 46167  
 (317) 892-3326

**For New Structures, Additions,  
 Remodels, Tenant Finishes and  
 Accessory Structures**

**PERMIT NUMBER:**

**NOTE: This permit application will not be considered complete and review will not begin until a copy of the State of Indiana Construction Design Release (CDR) is submitted. If a CDR is not required, write a statement to that effect and provide the specific date and specific reviewer that said a CDR is not required or cite the specific exemption that states a CDR is not required.**

<b>Builder</b>	Name:		Phone:	Fax:	
	Address:				
	Email:		Preferred Method of Contact:		
<b>Property Owner</b>	Name:		Phone:	Fax:	
	Address:				
	Email:		Preferred Method of Contact:		
<b>Project Location &amp; Information</b>	Project or Tenant:				
	Address:				
	Parcel Number:		Zoning:	Flood Zone(s):	
	Type of Improvement: <input type="checkbox"/> New Structure <input type="checkbox"/> Addition <input type="checkbox"/> Remodel <input type="checkbox"/> Tenant Finish <input type="checkbox"/> Accessory Structure				
	Plan Commission / BZA / TAC Date or Docket (if applicable):		Estimated Cost of Construction:	Square Footage:	
	Number of Floors:	Elevator:	Fire Protection System Type:	Foundation Type:	
	CDR Number:		Release Date:	Construction Type:	Occupancy Class:
Scope of Release: <input type="checkbox"/> FDN <input type="checkbox"/> STR <input type="checkbox"/> ARCH <input type="checkbox"/> ELEC <input type="checkbox"/> MECH <input type="checkbox"/> PLUM <input type="checkbox"/> SPKLR <input type="checkbox"/> Other _____				Type of Release:	
Class I structure permits are subject to the General Administrative Rules of the State of Indiana (see 675 IAC 12) regarding expiration of time frames for beginning and completing construction.					
I, the undersigned agree that any construction, reconstruction, enlargement, relocation, or alteration of a structure, or any change in use of land or structures requested by this application will comply with, and conform to, all applicable laws of the State of Indiana, the Zoning Ordinance of the Town of Pittsboro, and all Acts amendatory thereto. I understand that all changes to the plans will be submitted to the Planning & Building Department for approval, prior to the change being completed. I further certify that only kitchen, bath, and floor drains are connected to the sanitary sewer collection system. I further certify that the construction will not be used or occupies until a Certificate of Occupancy has been issued by the Town of Pittsboro.					
_____ Signature of Owner/Authorized Agent		_____ Print		_____ Date	

**Office Use Only**

Approved By:	Date:
Permit & Inspections Fee:	Paid:    Yes / No    Other Fee: