

**SHELBYVILLE BUILDING COMMISSION
SHELBYVILLE CITY HALL
COMMON COUNCIL CHAMBERS**

DATE: November 8, 2017

TIME: 11:30 a.m.

CALL TO ORDER:

ROLL CALL:

READING OF THE MINUTES AND APPROVAL:

OLD BUSINESS:

NEW BUSINESS:

1. Proposed Fee Schedule

MISCELLANEOUS BUSINESS:

1. Pool Installation Procedure Update

ADJOURNMENT:

**SHELBYVILLE BUILDING COMMISSION
MEETING MINUTES
November 8, 2017**

Members Present: Jim Marshall, Tony Nicholson, Matt Wortman, Joe Runnebohm & David Rush

Members Absent: Gary Keppel & Danny Sebastian

Staff Present: Rod Miller, Chris Hext, Bryant Niehoff, Adam Rude, Lisa Loveless

Guests Present: Ann Tungate

Approval of Minutes: Jim Marshall motioned to accept the minutes of the October 11, 2017 meeting and Tony Nicholson seconded the motion. Voice vote passed 5 – 0.

Old Business: None

New Business: Bryant Niehoff discussed the Proposed Fee Schedule and went over it line by line, discussing the reasoning for the changes. After some discussion between Bryant and various board members, David Rush made a motion to change the proposed cost of a Foundation Only Release permit from \$200 + \$.30 per square foot to \$100.00 + \$.15 per square foot. Joe Runnebohm seconded the motion. Voice vote passed 4 – 1.

David Rush then motioned to approve the Proposed Fee Schedule with the change and Tony Nicholson seconded the motion. Voice vote passed 4 – 1.

Miscellaneous Business: Bryant Niehoff present the board with a copy of the letter that we will be sending out regarding the requirement for a Certificate of Occupancy for swimming pools, beginning 1/1/18. A small amount of discussion followed.

Adjournment: Tony Nicholson made a motion to adjourn the meeting and Jim Marshall seconded the motion. Voice vote passed 5 – 0.

Matt Wortman, Vice Chairman

Lisa Loveless, Secretary



Shelbyville Planning and Building Department
44 West Washington Street
Shelbyville, IN 46176 • (317) 392-5102

Bryant Niehoff, Director
Adam Rude, Deputy Planning Director
Chris F. Hext, Deputy Building Commissioner
Rod Miller, Construction Inspector
Troy Merrick, Code Enforcement Officer
Lisa D. Loveless, Administrative Assistant

bniehoff@cityofshelbyvillein.com
arude@cityofshelbyvillein.com
chext@cityofshelbyvillein.com
rmiller@cityofshelbyvillein.com
tmerrick@cityofshelbyvillein.com
lloveless@cityofshelbyvillein.com

November 6, 2017

[Insert Pool Contractor/Company Name Here]
[Insert Street Address Here]
[Insert City, State and Zip Here]

To Whom It May Concern,

In an effort to ensure that all applicable codes here in the City of Shelbyville are being met to the fullest capacity, we are bringing a change in the City's policies regarding swimming pools to your attention. Our department's number one priority in these policy changes is to promote the safety of our residents, by ensuring compliance with all code requirements before a pool is used by the property owner.

Starting in January 2018, the City of Shelbyville Planning and Building Department will be requiring the issuance of a Certificate of Occupancy prior to the utilization of any pool (in-ground or above-ground) installed within the City of Shelbyville. This policy change also requires that the company responsible must be registered with our office as a "Building Contractor".

Enclosed, you'll find a building contractor registration application, an ILP/Building Permit application, and a sheet detailing licensing requirements. Failure to obtain the proper registration and permits prior to the placement of these structures can result in the imposition of fines according to the Fine Schedule.

If you have any questions, please let us know and we can help you through the process.

Sincerely,

Bryant P. Niehoff
Director
City of Shelbyville, Planning and Building Department



ORDINANCE NUMBER 17-XXXX

Building Department Fee Schedule Est. _____, 2017

Planning and Building
Department

Building Department Fees and Permits			
General Note 1: Churches, institutional, and multi-family buildings are considered commercial buildings.			
General Note 2: Residential accessory structures are defined in the Unified Development Ordinance. They include, but are not limited to gazebos, mini barns, porches, decks, pools, pool houses, any type of outbuilding, carports and garages.			
General Note 3: For all the following permits, a re-inspection fee of \$50 will be assessed for the first offense and \$50 plus an additional \$25 for each additional offense. Fees shall be paid to the Building Department prior to receiving any further inspection or a Certificate of Occupancy.			
Building Permits			
New Construction & Additions- Primary and Accessory Structures:			
Residential:	\$0.13 per square foot; minimum of \$50		
Commercial/Industrial:	\$0.15 per square foot; minimum of \$50		
Foundation Release (If Issued Separately):	\$200 + \$0.30 per square foot		
Remodeling:			
Residential - Based on Value of Construction:		Commercial/Industrial:	
\$5,000 or below	\$50	Base Fee:	\$150
\$5,000 to \$25,000	\$100	plus \$0.05 per square foot	
\$25,001 to \$50,000	\$150		
\$50,001 to 100,000	\$200		
Over \$100,000	\$250		
Wrecking Permits		Improvement Location Permits	
Residential:	\$50 per structure	Residential:	\$50
Commercial/Industrial:	\$200 per structure	Commercial/Industrial:	\$100
Plumbing Permits		Electrical Permits	
Residential: \$50 (for the first 4 fixtures) + \$2 per fixture	Commercial/Industrial: \$200 (for the first 4 fixtures) + \$2 per fixture		
Residential:	Commercial:		
*Minimum Permit Fee: \$50	Base Permit Fee: \$100		
New Construction:	Entrance Equipment: +\$10 per 100 amps		
1 - 1,700 sq. ft. \$110	Sub Panels: +\$10 each		
1,701 - 2,700 sq. ft. \$130	Motors: +\$5 each		
2,701 - 3,700 sq. ft. \$150	Circuits: +\$5 each		
Over 3,700 sq. ft. \$170	Signs/Light Poles: +\$15 each		
Detached Garage/Accessory: \$55	Construction Trailers: +\$50 each		
Existing Service Upgrade: \$75	Industrial - Based on Size of Service:		
Rewire: \$130	*Minimum Permit Fee: \$200		
Reconnect: \$25	Up to 400 Amps: \$250		
	401-800 Amps: \$350		
	801-1600 Amps: \$500		
	Over 1600 Amps: \$750		
	Construction trailers \$50		

BUILDING DEPARTMENT PERMIT FEES

Revenue Comparison

<u>TYPE</u>	<u>COST OF CONST.</u>	<u>ILP- Current</u>	<u>Pr</u>	<u>TOTAL FEES - Proposed Fee Schedule</u>	<u>DIFFERENCE</u>	<u>% INCREASE</u>
<i>New Single Family Home (1456 Bush Way) 3703 sq. ft.</i>	\$ 237,679	\$ 50	\$	828	\$ 47	6.02%
<i>Res. Home Remodel (324 W Mechanic St) 1600 sq. ft.</i>	\$ 50,000	n/a		342	\$ 30	9.62%
<i>Comm. New Construction (IN Grand maintenance building) 20730 sq. ft.</i>	\$ 1,250,000	\$ 50	\$	5,166	\$ 959	22.80%
<i>Comm. Remodel (Benesse) 12000 sq. ft.</i>	\$ 1,065,000	n/a		1,810	\$ 370	25.69%
<i>Comm. Addition (1st Christian Church) 3762 sq. ft.</i>	\$ 1,200,000	\$ 50	\$	1,848	\$ 439	31.16%
<i>Indus. New Construction (Nippon Steel) 123496 sq. ft.</i>	\$ 1,4,000,000	\$ 50	\$	26,066	\$ 5,276	25.38%
<i>Indus. Remodel (Plastic Moldings) 600 sq. ft.</i>	\$ 30,000	n/a		846	\$ 156	22.61%
<i>Indus. Addition (Toray Resin) 52730 sq. ft.</i>	\$ 2,300,000	\$ 50	\$	10,569	\$ 1,582	17.60%
Total				47,475	\$ 8,859	22.94%

2012-2016 PC & BC Revenue Projections

11/6/2017

Type	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
PC Filing Fees	\$ 1,800.00	\$ 4,275.00	\$ 4,200.00	\$ 6,725.00	\$ 5,900.00
BZA Fees	\$ 1,600.00	\$ 975.00	\$ 1,725.00	\$ 2,700.00	\$ 3,850.00
Maps	\$ 10.00	-	-	-	\$ 12.00
Bldg. Licenses	\$ 7,300.00	\$ 6,950.00	\$ 6,200.00	\$ 5,950.00	\$ 6,400.00
Elec. Licenses	\$ 17,725.00	\$ 21,325.00	\$ 19,475.00	\$ 21,000.00	\$ 23,100.00
Plbg. Licenses	\$ 5,025.00	\$ 6,975.00	\$ 6,150.00	\$ 10,100.00	\$ 8,500.00
Mech. Licenses	\$ 3,900.00	\$ 3,700.00	\$ 4,050.00	\$ 4,100.00	\$ 3,950.00
Bldg. Permits	\$ 61,657.00	\$ 44,204.00	\$ 74,937.00	\$ 46,156.00	\$ 54,541.00
Elec. Permits	\$ 22,616.00	\$ 20,944.00	\$ 21,454.00	\$ 30,053.00	\$ 29,617.00
Plbg. Permits	\$ 4,960.00	\$ 5,444.00	\$ 4,310.00	\$ 8,636.00	\$ 7,898.00
Mech. Permits	\$ 15,320.00	\$ 14,195.00	\$ 10,530.00	\$ 20,074.00	\$ 17,690.00
Improv. Loc. Permits	\$ 2,040.00	\$ 1,980.00	\$ 2,280.00	\$ 2,400.00	\$ 3,260.00
Sign Permits	\$ 1,620.00	\$ 1,160.00	\$ 820.00	\$ 1,005.00	\$ 1,941.00
Wrecking Permits	\$ 750.00	\$ 900.00	\$ 550.00	\$ 1,650.00	\$ 500.00
Fire Permits	-	-	\$ 15,622.00	\$ 16,076.00	\$ 17,820.00
Bldg. Fines	\$ 350.00	\$ 1,300.00	\$ 1,500.00	\$ 400.00	\$ 2,100.00
Elec. Fines	-	\$ 500.00	\$ 1,800.00	\$ 100.00	\$ 600.00
Plbg. Fines	\$ 114.00	\$ 200.00	\$ 900.00	\$ 100.00	\$ 900.00
Mech. Fines	\$ 150.00	-	-	\$ 3,600.00	\$ 1,100.00
Bldg. Reinsp. Fees	\$ 175.00	\$ 70.00	\$ 50.00	\$ 50.00	-
Elec. Reinsp. Fees	-	\$ 95.00	\$ 100.00	-	-
Plbg. Reinsp. Fees	-	-	\$ 50.00	-	-
Mech. Reinsp. Fees	-	-	\$ 50.00	\$ 150.00	\$ 50.00
Total Revenue - With	\$ 147,112.00	\$ 135,192.00	\$ 176,753.00	\$ 180,925.00	\$ 189,729.00
Current Fees					
Total Permit Revenue - With	\$ 107,343.00	\$ 87,667.00	\$ 114,061.00	\$ 108,969.00	\$ 113,506.00
Current Fees					
Increase in Permit Revenue					
With Proposed Fees	\$ 24,624.48	\$ 20,110.81	\$ 26,165.59	\$ 24,997.49	\$ 26,038.28
Total Revenue - With					
Proposed Fees	\$ 171,736.48	\$ 155,302.81	\$ 202,918.59	\$ 205,922.49	\$ 215,767.28
Total Expended	\$ 321,461.41	\$ 327,257.54	\$ 321,381.65	\$ 350,414.67	\$ 344,136.02
Total Deficit - With Current					
Fees	\$ (174,349.41)	\$ (192,065.54)	\$ (144,628.65)	\$ (169,489.67)	\$ (154,407.02)
Total Deficit - With					
Proposed Fees	\$ (149,724.93)	\$ (171,954.73)	\$ (118,463.06)	\$ (144,492.18)	\$ (128,368.74)

CURRENT

Building Department Fee Schedule

General note 1: Churches and Intuitional buildings are considered commercial buildings.

General note 2: Residential accessory structure are defined in the Shelbyville's Zoning Code. They include, but are not limited to gazebos, mini barns, porches, decks, pools, pool houses, any type of outbuilding, carports and garages.

General note 3: For all the following permits, a re-inspection fee of \$50 will be assessed for the first offense and \$50 plus an additional \$25 for each additional offense. Fees shall be paid to the Building Department prior to receiving any further inspection or a Certificate of Occupancy.

Building Permits

New Construction - Primary and accessory Structures

Residential, Commercial, Industrial .12 per square foot
minimum of \$50

Building Additions

Residential, Commercial, Industrial .12 per square foot
minimum of \$50

Remodeling

Residential - Based on Value of Construction

\$5,000 or below	\$50
\$5,000 to \$25,000	\$100
\$25,001 to \$50,000	\$150
\$50,001 to 100,000	\$200
Over \$100,000	\$250

Commercial and Industrial Remodel

Base Fee	\$150
	plus .04 per square foot

Wrecking Permit

Residential	\$50 per structure
Commercial	\$100 per structure
Industrial	\$100 per structure

Location improvement Permit

Residential, Commercial, Industrial	\$50 per structure
	\$50 ground work only

Plumbing Permits

Residential	\$50 + \$2 per fixture	Commercial	\$100 + \$2 per fixture
Industrial	\$200 + \$2 per fixture		

Electrical Permit

Residential

New Construction

1-1200 sq.ft	\$100
1201 - 1700 sq.ft	\$110
1701 - 2200 sq.ft	\$120
2201 - 2700 sq.ft	\$130
2701 - 3200 sq.ft	\$140
3201 - 3700 sq.ft	\$150
3701 - 4200 sq.ft	\$160
Over 4200 sq.ft	\$170

Replace rise/meter base	\$50
Detached garage/shed	\$50
Existing service upgrade	\$65
Rewire	\$100
reconnect	\$25
Minimum Permit fee	\$50

Commercial

Base permit fee	\$50
Entrance equipment	\$10 per 100 amps
sub panels	\$5 each
motors	\$5 each
circuits	\$4 each
signs or lights on poles	\$10 each
construction trailers	\$50 each

Industrial - Based on size of service

up to 400 amps	\$250
401-800 amps	\$350
801-1600 amps	\$500
Over 1600 amps	\$750
Minimum permit	\$200
Construction trailers	\$50

Mechanical Permits

Residential		Commercial and Industrial	
Minimum HVAC work/Duct work only	\$30	First 5-8 Ton and Under split system	\$100
First HVAC system (new)	\$50	each addition 5-8 Ton & Under split system	\$50
Second HVAC System (new)	\$20	First 5-10 Ton & Under Rooftop	\$75
Each Additional HVAC system (new)	\$20	Each Additional 5-10 Ton & Under rooftop	\$50
Gas long installing with new construction	\$15	First 11-20 Ton Rooftop	\$100
Gas log installation as an addition	\$30	Each Additional 11-20 Ton rooftop	\$50
Replacement Furnace/Air Conditioner	\$30	First over 20 Rooftop	\$250
		Each Additional over 20 Ton rooftop	\$100
		First refrigeration system	\$100
		Each additional refrigeration system	\$75
		First commercial kitchen exhaust system	\$150
		Each Additional kitchen exhaust system	\$75
		Ducted fan system (other than kitchen or restroom)	\$75
		Cooling Towers (each)	\$200

License and Registration fees

Type	New	Renewal	Bond Amount	Certificate of Insurance Required?
Building Contractor	\$50	\$50	\$10,000	Yes
Mechanical Contractor	\$50	\$50	\$10,000	Yes
Electrical Contractor	\$150	\$100	\$10,000	Yes
Electrical Journeyman	\$75	\$75	None	No
Electrical Apprentice	\$50	\$50	None	No
Class II Electrical Maintenance License	\$100	\$50	None	No
Residential Homeowner's License	\$100	\$50	None	No
Plumbing Contractor	\$100	\$100	\$10,000	No
Plumbing Journeyman	\$50	\$50	None	No
Plumbing Apprentice	\$25	\$25	None	No

ELECTRICAL PERMIT APPLICATION

2018

Date _____ Sign or Building Permit Number _____

Contractor _____ License Number _____

Contractor Email Address _____

Property Owner/Tenant _____ Lot Number _____

Address _____ Subdivision _____

Person Obtaining Permit _____ Utility Company _____

	Square Feet	Fee		
Residential	0-1200	\$100.00	Replace riser/meter base	\$50.00
	1201-1700	\$110.00	Detached Garage	\$50.00
	1701-2200	\$120.00	Existing Service Upgrade	\$65.00
	2201-2700	\$130.00	Rewire	\$100.00
	2701-3200	\$140.00	Reconnect	\$25.00
	3201-3700	\$150.00	Minimum Permit Fee	\$50.00
	3701-4200	\$160.00	Total Square Feet _____	
	over 4200	\$170.00	Total \$ _____	

Commercial	Commercial Permit Fee	\$50.00	\$50.00
	Entrance equipment	\$10.00 per 100 amps _____ amps	+
	Sub Panels	\$5.00 each	+
	Motors	\$5.00 each	+
	Circuits	\$4.00 each	+
	Signs or lights on poles	\$10.00 each	+
	Construction Trailers	\$50.00 each	+
			Total \$ _____

	Size of Service	
Industrial	Up to 400 amps	\$250.00
	401-800 amps	\$350.00
	801-1600 amps	\$500.00
	Over 1600 amps	\$750.00
	Minimum Permit Fee	\$200.00
	Construction Trailer	\$50.00 each
		Total \$ _____

 Electrical Contractor's Original Signature

*Note: Each application is valid for one permit address only and must contain all the requested information. Your signature on this application indicates your agreement to call for the required inspections & to have anyone on the jobsite working for you registered with us. Your signature also denotes your understanding that you or your employees, under your direct supervision, will be performing this work. If you let anyone else use your license or pull a permit for them, the Shelbyville Building Commission can revoke your license and you will lose your ability to perform electrical work in the City of Shelbyville.

Shelbyville Building Department
44 W. Washington Street
Shelbyville, IN 46176
(317) 392-5102

PLUMBING PERMIT APPLICATION

2018

Date _____ Building Permit Number _____
Contractor _____ License Number _____
Plumbing Contractor's Email Address _____
Property Owner _____ Address _____
Lot Number _____ Subdivision _____
Person Obtaining Permit _____
(If other than Contractor)

Number of Fixtures/Drains		
_____ Water Closet	_____ Kitchen Sink	_____ Urinal
_____ Lavatory	_____ Dishwasher	_____ Drinking Fountain
_____ Bathtub	_____ Garbage Disposal	_____ Floor Drain
_____ Shower	_____ Clothes Washer	_____ Open Site Drain
_____ Hot Water Heater	_____ Laundry Sink	_____ Other Drain _____

Total Number of Fixtures _____

Permit Fees are calculated as follows: Residential Permits are \$50.00 for the first 4 fixtures + \$2.00 for each additional fixture, Commercial Permits are \$100.00 for the first 4 fixtures + \$2.00 for each additional fixture and Industrial Permits are \$200.00 for the first 4 fixtures + \$2.00 for each additional fixture.

Total\$ _____

Plumbing Contractor's Original Signature

*Note: Each form must be complete with all pertinent information included for the issuance of a permit. Each form is valid for one permit address only and each permit requires a separate form. All forms must contain an original signature of the contractor. Your signature on this application indicates your agreement to call for the required inspections and to have anyone working on the jobsite for you registered with us.

Shelbyville Building Department
44 W. Washington Street
Shelbyville, IN 46176
(317) 392-5102

RESIDENTIAL HVAC PERMIT APPLICATION

2018

Date _____ Building Permit Number _____

Contractor _____ License Number _____

Mechanical Contractor's Email Address _____

Property Owner _____ Address _____

Lot Number _____ Subdivision _____

Person Obtaining Permit _____
(If other than Contractor)

Minimum System Permit Fee	\$30.00	_____
First New HVAC System	\$50.00	_____
Second New HVAC System	\$20.00	_____
Each Additional HVAC System	\$20.00	_____
Gas Log installation with new construction	\$15.00	_____
Gas Log installation as an addition	\$30.00	_____
Replacement Furnace/Air Conditioner	\$30.00	_____
Total Permit Fee	\$	_____

Contractor's Original Signature

*Note: Each form must be complete with all pertinent information included for the issuance of a permit. Each form is valid for one permit address only and each permit requires a separate form. All forms must contain an original signature of the contractor. Your signature on this application indicates your agreement to call for the required inspections.

Shelbyville Building Department
44 W. Washington Street
Shelbyville, IN 46176
(317) 392-5102

COMMERCIAL/INDUSTRIAL HVAC PERMIT APPLICATION

2018

Date _____ Building Permit Number _____

Contractor _____ License Number _____

Mechanical Contractor's Email Address _____

Property Owner _____ Address _____

Lot Number _____ Subdivision _____

Person Obtaining Permit _____
(If other than Contractor)

Minimum Permit Fee	\$150.00	_____
First 5-8 Ton & Under Split System	\$100.00	_____
Each additional 5-8 Ton & Under Split System	\$50.00	_____
First 5-10 Ton & Under Rooftop	\$75.00	_____
Each additional 5-10Ton & Under Rooftop	\$50.00	_____
First 11-20 Ton Rooftop	\$100.00	_____
Each additional rooftop 11-20 Ton	\$50.00	_____
Rooftop over 20 Ton	\$250.00	_____
Each additional rooftop over 20 Ton	\$100.00	_____
Boilers 0-1M BTU	\$150.00	_____
Boilers 1.1M BTU-10M BTU	\$300.00	_____
Boilers Over 10M BTU	\$500.00	_____
First Refrigeration System	\$100.00	_____
Each additional refrigeration System	\$75.00	_____
First Commercial Kitchen Exhaust System	\$150.00	_____
Each additional Kitchen Exhaust System	\$75.00	_____
Ducted Fan System (other than kitchen or restroom)	\$75.00	_____
Cooling Towers (each)	\$200.00	_____
Total Permit Fee	\$	_____

Contractor's Original Signature

*Note: Each form must be complete with all pertinent information included for the issuance of a permit. Each form is valid for one permit address only and each permit requires a separate form. All forms must contain the original signature of the contractor. Your signature on this application indicates your agreement to call for the required inspections.