



LOCATION IMPROVEMENT AND BUILDING PERMIT APPLICATION

Shelbyville Building & Plan Commissions
44 West Washington Street
Shelbyville, IN 46176
P: 317.392.5102 F: 317.392.5110

**Please complete the entire form;
missing information could delay the permit process.**

Owner of Property:

Name: _____

Address: _____

Phone Number: _____

Tenant Name: _____

Location Information:

Address of Property: _____

Subdivision and Lot #: _____

Contractor:

Name: _____

Address: _____

Phone Number: _____

Parcel ID #: _____

Flood Zone: YES NO

Description of work:

Commercial Industrial Institutional Single Family Residential

Multi Family Residential - # of Units _____, # of Stories _____ Other _____

Intended use of Building/Structure: _____ Principle Type of Frame: _____

State Design Release # _____

New Structure Addition to existing structure Remodeling/Alteration/Repair Removal Demolition

Please fill in square footage of construction work in each field that applies.

Principal Building/Structure		Interior Remodel	
Accessory structure		Site work / Infrastructure	
Deck / Patio		Parking Lot / Driveway	
Swimming Pool (indicate deck, if any, above)		Other :	

Square footage includes garages, basement, porches, decks, ect. Sq.Ft = Square Feet = length x width

Supplemental Information:

Value of Construction: _____ Total Square footage: _____

Height of Structure (if applicable): _____ Driveway/Parking lot Surface Material (if applicable): _____

Swimming Pool Safety Feature (please fill out for only swimming pool permits): Please Check One

_____ An automatic pool cover _____ At least a 4 foot fence that will enclose the pool. (Include location on Site Plan)

Required Addition Information:

The following information must be provided as elements of the Building Permit Application:

- Site Plan (see attached description)
- State Design Release Form
- Flood Hazard Area information (if applicable)
- Floor Plans
- Wall Section Drawings
- Driveway Approval (if applicable)

I have read the information above and hereby agree that any construction commenced at the address indicated by me or my agent shall be in accordance with specifications given hereto. I further agree that as a consideration of an Improvement Location and Building Permit, I will be governed by such Zoning and Building Ordinances of the City of Shelbyville, Indiana, as are now in effect. I further declare that the information contained on this form is complete and accurate and the required supplemental information listed above has been provided. I further declare my agreement to call for the required inspections including a Certificate of Occupancy BEFORE structure is occupied.

ALL SIGNATURES ON THIS APPLICATION MUST BE ORIGINAL. NO EXCEPTIONS!

Property Owner: _____ Building Contractor: _____

Office Use Only

ILP: Yes / NO Application #: _____ Fee: _____ Approved By: _____ Date Issued: _____

BLD: Permit Number: _____ Fee: _____ Approved By: _____ Date Issues: _____