



## CERTIFICATE OF OCCUPANCY APPLICATION

Shelbyville Plan Commission  
44 West Washington Street  
Shelbyville, IN 46176  
P: 317.392.5102 F: 317.392.5110

Under the City of Shelbyville's Zoning Ordinance, a Certificate of Occupancy must be issued to any new or significantly remodeled structures before it may be occupied or utilized. A Certificate of Occupancy Inspection will be conducted after completion of the building and site. The follow items (but not limited to) will be checked on a Certificate of Occupancy Inspection:

1. The placement of markers consisting of a capped rebar set by an engineer or surveyor, at least 36 inches long and not less than 5/8 inch in diameter shall be placed to mark all lot corners. Stakes or other markings are helpful when trying to verify pins are in place by Plan Commission staff and can be removed after inspection.
2. Sidewalks and drives that are indicated on the plans are in place without flaws such as missing corners or cracked and broken sections.
3. Landscaping is installed as indicated by an approved site plan. This includes all required trees.
4. Proper grading and seeding is to be completed on the site. The property is only required by the Plan Commission to at least have seed and straw in place; if sod is planned, it needs to be completed before inspection takes place.
5. The address of the building is placed on the building and can be seen from the road. The letters must be a minimum of 4 inches tall. The numbers **MUST BE** on the building, numbers on mailboxes do not satisfy this requirement.
6. Any other exterior features as indicated on site plans must be completed.

It is up to the Building Contractor and/or property owner to ensure these items are completed.

The Building Contractor and/or property owner must call the Plan Commission staff and request a Certificate of Occupancy Inspection. This will be done after the final inspection conducted by the Building Inspector on the structural elements of the building. The Certificate of Occupancy shall not be issued and the structure **CANNOT** be occupied until such time as the Plan Commission staff has completed their inspection.

If there are items that are not completed or are outstanding when the inspection is being conducted, a \$35 re-inspection fee will be assessed to the Certificate. There will be an additional \$25 fee assessed for any inspections after second inspection. This fee must be paid before the Certificate will be issued by the Plan Commission.

By signing this application, the builder and/or property owner has read this form and acknowledges that He/she understands the requirements for a Certificate of Occupancy

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Building Contractor

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Property Owner

**IT SHALL BE UNLAWFULL AND IN VIOLATION OF THE CITY OF SHELBYVILLE ZONING ORDINANCE FOR ANY BUILDER OR PROPERTY OWNER TO ALLOW ANY NEW OR SIGNIFICANTLY REMODELED STRUCTURE TO BE BECOME OCCUPIED OR UTILIZED WITHOUT AN CERTIFICATE OF OCCUPANCY.**