



# IMPROVEMENT LOCATION AND BUILDING PERMIT APPLICATION

Shelbyville Planning and Building Department  
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: \_\_\_\_\_

Homeowner will be completing work (Homeowner's Affidavit required)

### Contractor:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

### Location Information:

Address of Property: \_\_\_\_\_

Subdivision and Lot #: \_\_\_\_\_

Parcel ID #: \_\_\_\_\_

Township: \_\_\_\_\_

### 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 provide 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 (heated AND non-heated) garages, basement, porches, decks, etc.

Sq.Ft = Square Feet = length x width

To comply with State Law (IC 22-11-21), you must state whether you are using advanced structural components (e.g. engineered lumber) in the roof, floor, or both; as well as the type of components and their location:

Are you using engineered lumber in the floor joists?  Y  N Location: \_\_\_\_\_

Are you using engineered lumber in the roof trusses?  Y  N Location: \_\_\_\_\_

Are you using engineered lumber in the I-Joists?  Y  N Location: \_\_\_\_\_

*IC 22-11-21-9 requires the reporting of the type(s) of advanced structural components used in construction projects and the location of those components.*

### Supplemental Information:

Value of Construction: \_\_\_\_\_ Total Square footage: \_\_\_\_\_

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

### **Swimming Pool Safety Feature (only required for 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 Additional 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)

***"All prefabricated sheds, barns, carports and similar structures over 200 sq. ft. will be anchored to the ground according to the manufacturers' instructions. The manufacturers' instructions for anchoring these structures must accompany the permit application submittal."***

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. I further declare that, in accordance with IC 22-11-21-9, this permit application is for a project in the City of Shelbyville located in Shelby County, Indiana.

Property Owner: \_\_\_\_\_ Building Contractor: \_\_\_\_\_

### *Office Use Only*

**ILP:** Yes / No Application #: \_\_\_\_\_ Fee: \_\_\_\_\_ Approved By: \_\_\_\_\_ Date Issued: \_\_\_\_\_ Flood Zone: Yes / No

**BLD:** Permit #: \_\_\_\_\_ Fee: \_\_\_\_\_ Approved By: \_\_\_\_\_ Date Issued: \_\_\_\_\_ Expedited: Yes / No