

Town of Jamestown

Commercial/Industrial

Building Permit Application Packet

Contact: Pamela Leibowitz (765) 676-6331, JamestownInspections@JamestownIN.com

This application packet is for commercial and industrial building permits and includes:

- **New Commercial or Industrial Structure**
- **Addition to a Commercial or Industrial Structure** - includes additions to existing primary and accessory structures.
- **Remodel or Tenant Build-out** – includes modifications to existing commercial or industrial structures as well as completion of tenant space in existing structures.
- **Electrical Only** – includes new service, reinstatement of service, and service upgrades.
- **Accessory Structure** – includes sheds, decks, garages, fences, and any other types of structures greater than 50sqft in area intended for use on a commercial or industrial site. Also includes modifications or additions to existing accessory structures.
- **Commercial Swimming Pool** – for in-ground pools only.
- **Construction Trailer** – includes temporary trailers for sales and/or on-site construction.
- **Signs** – includes all permanent sign types.
- **Cell Towers and Co-located Towers**
- **Demolition**– the tearing down or removal of structures or partial structures on commercial or industrial lots.

In order to expedite the permit application review process, a pre-application consultation by phone is required before filing. Contact the Pamela Leibowitz at (765) 676-6331 if...

- This is your first time filing an application with the Town of Jamestown (or it's been more than two months since you previously filed).
- You are a tenant who is finishing space in an existing structure or building shell.
- You will be pulling more than one permit for a single project.
- Your project will have phases.
- You have questions about the application process.

Submitting an Application

If you have any questions about the application or what to submit, please feel free to contact Pamela Leibowitz at (765) 676-6331.

Applications must be submitted entirely in electronic format (email, CD, or jump drive).

- **Email** - Applications can be submitted electronically to JamestownInspections@JamestownIN.com. The application and one copy of each of the attachments must be merged into one single pdf attachment in the order outlined on the following Submittal Checklist.
- **In Person or by Mail** – Electronic applications may be dropped off in person or mailed to the Jamestown Town Hall, **ATTN: BUILDING PERMITS**, 421 E Main Street, PO Box 165, Jamestown, IN 46147.

NOTE: Be sure to submit all of the necessary information on the following checklist in order to complete your application. If you are unsure if an item is applicable to your project, contact Pamela Leibowitz at (765) 676-6331 to verify. Failure to submit the required items may add unnecessary time to the process.

Refer to page 4 of this packet for a detailed explanation of each item to be submitted.

Step 3: Submittal Checklist

	New Structure	Addition	Remodel / Tenant Build-out	Electrical Only	Accessory Structure	Swimming Pool	Construction Trailer	Sign	Cell Tower or Co-location Tower	Demolition
1. Application	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2. Full State Construction Design Release	✓	✓	✓			✓				
3. Boone County Health Department Approval (food/kitchen)	✓		✓			✓				
4. Site Plan		✓	✓		✓	✓	✓	✓	✓	✓
5. Erosion Control Plan		✓			✓	✓			✓	
6. Construction Plans including HVAC, Plumbing, and Electrical Layout	✓	✓	✓		✓	✓			✓	
7. Dimensioned Elevations and/or Renderings	✓							✓		
8. COMCheck Compliance Certificates (electrical; mechanical; interior lighting and power)	✓	✓	✓							
9. State Variance Approval (if applicable)	✓	✓	✓							
10. Inspection Estimate Form	✓	✓	✓		✓	✓				
11. Notice of Demolition										✓
12. Multi-permit or Phased Project Organization Form	✓	✓	✓		✓	✓				

Submittal Details

NOTE: Be sure to submit all of the necessary information on the following checklist in order to complete your application. If you are unsure if an item is applicable to your project, contact Pamela Leibowitz at (765) 676-6331 to verify. Failure to submit the required items may add unnecessary time to the process.

1. Application – Fill out all applicable fields completely.
 - Parcel Number – This 10-digit identification number is required on ALL permit applications and can be found on the Boone County GIS website at www.boonecounty.in.gov. Click “GIS” on the menu at the top left of the page and then “Agree” to the disclaimer. You can do a search by address or zoom in on the parcel and obtain the detailed information.
2. Full State Construction Design Release – Including fire suppression if applicable. Contact: Indiana Department of Homeland Security, www.in.gov/dhs.
3. Boone County Health Department Approval – If the project involves a swimming pool or food service, include a permit of approval from the Health Department (765) 483-4458.
4. Site Plan - Site plan shall be drawn to scale and dimensioned, showing exactly where the proposed structure is to be located.
5. Erosion Control Plan
6. Construction Plans – including HVAC, Plumbing, and Electrical layouts.
7. Dimensioned Elevations and/or Renderings – Illustration of the proposed sign, drawn to scale, and dimensioned.
 - For wall signs, include an elevation of the building façade showing the location of the sign as well as the length and height of the building facade.
8. COMcheck Compliance Certificates - Commercial check version of the Model Energy Code used for demonstrating compliance will all commercial energy code requirements in Indiana.
9. State Variance Approval – submit a copy of any building code variances approved by the State.
10. Inspection Estimate Form – indicate the estimated quantity of each inspection that will be needed for the project. Additional inspections will be charged the respective rate and fees will be collected prior to the final inspection or Certificate of Occupancy issuance.
11. Notice of Demolition – (circulated and signed)
12. Multi-permit or Phased Project Organization Form – complete this form ONLY if multiple permits will be pulled for a single project (each discipline contractor will be applying for their own permit) or if the project is phased in any way. Submit a copy of the initial overall Form with every permit application for the project, highlighting the permit/scope that each subsequent application applies to.

Permit Fees and Other Fees

Permit Fees are based on the type of permit applied for as well as the required inspections. Fees are not paid until the permit has been issued and is ready for pick up.

Failed inspections will be assessed a respective re-inspection fee and must be paid prior to the final inspection or issuance of the Certificate of Occupancy.

Questions about inspections or code requirements can be directed to the Administrator at (317) 258-8046.

New Commercial or Industrial Structure

\$450 base fee plus all applicable inspections.

- Temporary Electric \$115
- Footing or Slab/Foundation \$190
- Rough-in Electric \$115
- Rough-in Plumbing \$115
- Rough-in HVAC \$115
- Rough-in Framing..... \$115
- Insulation, Energy Efficiency \$150
- Final \$275

Addition, Remodel, Tenant Build-out, Accessory Structure, Swimming Pool, Cell Tower or Co-located Tower - \$250 base fee plus all applicable reviews and inspections.

- Site Plan Review (additions, accessory, pool) \$200
- Temporary Electric \$115
- Footing or Slab/Foundation \$190
- Rough-in Electric \$115
- Rough-in Plumbing \$115
- Rough-in HVAC \$115
- Rough-in Framing..... \$115
- Insulation, Energy Efficiency \$150
- Final \$275

Electrical Only - \$115

Construction Trailer or Sales Office - \$250

Sign - \$1.00/sqft of sign area (add \$115 for electric inspection)

Demolition - \$10

Permit Application

This application is being submitted for (check all that apply):

- New Structure Construction Trailer
 Addition Remodel or Tenant Build-out
 Electric ONLY Accessory Structure
 Swimming Pool Demolition Sign New Cell Tower Co-located Cell Tower

<i>For Office Use Only</i>	
Permit Number:	_____
Permit Fee:	_____
Issued: _____	Expires: _____

Date Submitted:	Has sewer/water service been secured for the site?	State CDR #:
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Applicant and Contact Information

Name of applicant:	
Address of applicant (street, city, state, zip):	
Contact person for the permit:	
Contact phone:	Contact email:

Contractor and Contact Information

Name of contractor:	
Address of contractor (street, city, state, zip):	
Contact person:	Contact phone:

Location Information

Address of location to be improved (street, city, zip):		
Name of business occupying structure:		
Subdivision:	Section #:	Lot #:
Parcel number:		
TOTAL structure area or area of work (sqft):		
Approximate total construction cost:		

The undersigned represents that such work shall start within 90 days and will be completed without delay; that said improvements will be finished in a good workmanlike manner. Should said work not start in good faith within 90 days, the undersigned understands this application will be void and of no force or effect whatever. The above information, to my knowledge and belief, is true and correct:

Signature of Applicant: _____

Inspection Estimate Form

Use the form below to estimate the quantity of each inspection that will be needed for the project.

Additional inspections and re-inspections will be assessed respectively and must be paid prior to the final inspection or issuance of the Certificate of Occupancy.

This application is being submitted for (check all that apply):

- New Structure
 Construction Trailer
 Addition
 Remodel or Tenant Build-out
 Electric ONLY
 Accessory Structure
 Swimming Pool
 Demolition
 Sign
 New Cell Tower
 Co-located Cell Tower

Inspection	Quantity Needed	TOTAL
Temporary Electric		
Footing or Slab/Foundation		
Rough-in Electric		
Rough-in Plumbing		
Rough-in HVAC		
Rough-in Framing		
Insulation/Energy Efficiency		
Final		
Other (describe):		

Notice of Demolition

Prior to demolition, certain inspections are required relating to private wells, septic systems, and fuel tanks. The permit holder is responsible for requesting all applicable inspections. Failure to obtain all applicable inspections could result in a zoning violation.

The Town of Jamestown and the Boone County Health Department must perform an inspection prior to demolition. In order to approve the Demolition Permit, the applicant is required to sign this form and obtain the signatures of the individuals listed below. Include this completed form with all appropriate signatures when you submit your application for a Demolition Permit.

Date of Application:

Applicant and Contact Information

Name of Applicant:

Address of Applicant:

Contact Person for the Permit:

Contact Phone:

Contact Mobile:

Contact Email:

Demolition Site Information

Address of Demolition:

Subdivision:

Section #:

Lot #:

Tax Parcel ID#:

Type of Structure(s) to be Demolished:

Discuss your demolition project and obtain signatures prior to submitting your application.

1. Jamestown Utilities: *Town of Jamestown* (765) 676-6331

Signature: _____ Printed Name: _____

2. Representative: *Boone County Health Department, Environmental Health Division* (765) 483-4458

Signature: _____ Printed Name: _____

I assert that I am the property owner, or the authorized and lawfully appointed agent of the owner(s), that I have express authority and permission from the owner(s) (and anyone with a recorded interest or other interest in the property), to take this requested action, and that I agree to indemnify and hold harmless the Town of Jamestown from any claim, lawsuit, demand, or damages whatsoever arising out of, or as a result of this request or the actions of the Town of Jamestown regarding the same.

Signature of Applicant _____ Date: _____

Multi-permit or Phased Project Organization Form

The Town of Jamestown recognizes that it's not always possible to pull one single permit for a project. In this situation, it is necessary to understand the full scope of a project before issuing permits.

A Temporary and Conditional Certificate of Occupancy may be issued for each phase of a project; however, a FULL Certificate of Occupancy will NOT be issued until all phases of the project are complete.

Phase or Permit	Applicant	Scope of Work to be Done	Type of Permit <small>(new, remodel, accessory, etc)</small>	Is a State CDR required for this scope of work? YES/NO	Will a temporary Certificate of Occupancy be required for this scope of work? YES/NO
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					