

Town of Jamestown

Multi-family Residential

Building Permit Application Packet

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

This application packet is for multi-family residential building permits and includes:

- **New Multi-family Structure**
- **Addition to a Multi-family Structure** – includes additions to existing primary and accessory structures.
- **Remodel of a Multi-family Structure** –includes remodeling, structural modifications, electrical work, plumbing, HVAC, roofs, windows, siding, etc.
- **Accessory Structure** – includes pools, sheds, decks, garages, fences, and any other types of structures greater than 50sqft in area intended for use on a multi-family development site. Also includes additions or modifications to existing accessory structures.

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.

Submittal.

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 St, 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 3 of this packet for a detailed explanation of each item to be submitted.

Step 3: Submittal Checklist

	New Multi-family Structure	Addition or Remodel	Accessory Structure
1. Application	✓	✓	✓
2. Full State Construction Design Release	✓	✓	✓
3. Boone County Health Department Approval	✓	✓	✓
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. Overall Building Layout Plan	✓		

Submittal Details

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 to verify if your project requires Construction Design Release.
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 – A site plan prepared by a registered professional surveyor showing
 - All property lines and streets
 - The location and size of all existing and proposed structures
 - The distance from each structure to the property lines and distance to the road
 - The location of existing and proposed driveways
 - The location of all drainage, utility, and roadway easements on the property
 - Utility mains and lateral connections
 - Drainage
 - Spot elevations.
 - An arrow indicating NORTH
5. Erosion Control Plan - A plan showing the measures to prevent erosion, contain sediment control, and drainage.
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. Building Layout Plan – submit a one-page, basic site plan that numbers each building and lists the following information for each structure:
 - Building “number” for each building
 - Area of each building (square feet)
 - Number of units in each building (if applicable)
 - i. Number of units with 1 bedroom
 - ii. Number of units with 2 bedrooms
 - iii. Number of units with 3 or more bedrooms
 - Respective floor plan name/number for each building (if applicable)

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, Accessory Structure, Swimming Pool - \$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

Permit Application

This application is being submitted for:

- New Multi-family Structure
 Addition Remodel

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

Date Application is Submitted:	Has sewer/water service been secured?	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 and Development Information

Address of location to be improved (street, city, zip):				
Name of project/development:				
Subdivision:		Section #:		Lot #:
Parcel number:				
Approximate total construction cost:				
Total number of buildings:	Total number of units:	Total number of units with 1 bedroom:	Total number of units with 2 bedrooms:	Total number of units with 3 or more bedrooms:

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:

- New Multi-family Structures Addition Remodel

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