



Community Development Services
 City of Greenwood
 300 South Madison Avenue
 Greenwood, IN 46142
 317.887.5230
www.greenwood.in.gov

**RESIDENTIAL
 ADDITIONS OR REMODELS**

PERMIT APPLICATION REQUIREMENTS

5-7 Business Day Review Time

WE DO NOT OFFER ANY KIND OF EXPEDITING

WE ARE NOW ACCEPTING ELECTRONIC SUBMITTAL THROUGH EMAIL.
 ALL DOCUMENTS SHOULD BE IN .PDF FORMAT.

Please submit all required items below to building@greenwood.in.gov.

- Application Form** – All items must be completed and the application must be signed.
- Affirmation of Notification** – Must be completed and signed. If approval from the HOA has already been given, please include a copy of that approval.
- Submittal Checklist** – All items must be completed.
- Site Plan (8 ½”x11” or 11”x17”)** – If this is an addition, you must provide a site plan showing the location and dimensions of the structure you are proposing and the distance from the structure to property lines and any other structures. Show known easements & setbacks. This can be done by just using a copy of the plot plan/mortgage survey, or you may draw this plan yourself.
- Construction Plans & Specifications (8 ½”x11” or 11”x17”)** –Complete construction plans should be submitted. Drawings may be done professionally or drawn by hand and should include the following:
 1. **Basic Floor Plan** showing dimensions, doors, windows and, if applicable, built-in counters/furniture.
 2. **Electrical Plan (if included)** showing receptacles, lighting, electrical appliances, etc.. (See Structure Design Reference D)
 3. **Plumbing Plan (if included)** showing plumbing fixtures and sanitary sewer lines layout with sizes and details. (See Structure Design Reference F)
 4. **HVAC Plan (if included)** showing HVAC layout, sizes and system specifications. (See Structure Design Reference E)
 5. **Basic Elevation View** showing addition/remodel views with dimension from existing grade to peak, material finishes, etc.
 6. **Roof Framing Plan** (if field framing or multiple trusses and directions being used) showing rafters/trusses, ridge, supporting headers/beams, posts/columns with sizes and dimensional and spacing information. (See Structure Design Reference C)
 7. If applicable, a **Foundation Plan** showing dimensions of the layout and specifications of footings, column piers/pads. All foundations will require a footing inspection. (See Structure Design Reference A)
 8. If applicable, **Certified Truss/Engineered Beam** drawings and specifications. (See Structure Design Reference B)
 9. **Typical Wall Section** which shows foundation details, wall details, structure and connection details, roof framing details, dimensioning and specifications, and, if heated, insulation specifications. (See Structure Design Reference H)
- Energy Code Compliance Information** (See attached document and Structure Design Reference E)

| FEES DUE AT TIME OF PERMIT ISSUANCE | | |
|-------------------------------------|--|-------|
| Addition | \$100 base fee plus \$0.05 per square foot | |
| Remodel | One Trade: Structural, Electrical, Plumbing, or Mechanical | \$ 75 |
| | Combination of two or more trades | \$150 |

For further information regarding zoning regulations and design standards, please refer to the City’s Unified Development Ordinance available on our website at <https://www.greenwood.in.gov/division/blocks.php?structureid=97>.



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**APPLICATION FOR
BUILDING PERMIT**

PERMIT NO.:

Application is hereby made for a permit to improve premises as described herein as shown in the accompanying **plans and specifications**, which improvement is to be located as shown on the accompanying **plot plan**. The information which follows and the accompanying plans, specifications and other information with the representations therein contained, are made a part of this application in reliance upon which the Planning Commission of the City of Greenwood is requested to issue a location improvement permit.

It is understood and agreed by this Applicant that any error, misstatement or misrepresentation of material fact, either with or without intention on the part of this Applicant, such as might or would operate to cause refusal of this application, or conditional approval thereof, or any material alteration or change in the accompanying plans, specifications or improvements subsequent to the issuance of a permit in accordance with the application, without the approval of the Planning Commission shall constitute sufficient ground for the revocation of this permit.

All building construction work, alterations, repairs, or mechanical installations and appliances connected therewith and other work necessary to complete the following improvement, shall comply with the State Building Rules and Regulations, local ordinances and such other statutory provisions pertaining to this class of work, and such rules, regulations, ordinances and provisions shall be considered a part of specifications, whether specified herein or not.

1) Date of Application _____ Date Approved _____ Date Issued _____

2) Name of Applicant _____ Phone _____
Email _____

3) Address of Location to be Improved _____

Lot Number _____ in _____ Subdivision

4) Kind of Building Permit **RESRM** - Remodel
(circle one) **RESAD** - Addition

5) If **remodel**, type of work included
 Structural Plumbing Electrical Mechanical

If **addition**: Size of Addition _____ TOTAL sq. ft.

| | |
|---------------------|----------------|
| | Staff Use |
| PERMIT FEE | \$ _____ |
| TECH FEE (1) | \$10.00 |
| TOTAL FEE | \$ _____ |

6) Approximate Price of Project \$ _____

7) Name and address of building contractor (If applicable):

8) Contact Person (if different than applicant): _____
Phone Numbers: Home or Office _____ Cell _____
Email _____

9) Energy Code Requirements met by: Prescriptive Path Performance Path
(see additional information attached) (Provide Documentation)

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: _____

SIGNATURE OF BUILDING COMMISSIONER: _____
(or designated representative)



Submittal Checklist

Residential Addition or Remodel

Community Development Services, City of Greenwood

Yes No **Will this project include an attached Garage?**

If Yes, see Structure Design Reference I for information about separation.

Yes No **Will the proposed addition's architectural design and construction material harmonize with the primary structure? (if applicable)**

The City must verify that the exterior materials and architectural character of proposed improvements conform to the requirements of the subdivision covenants.

Yes No **Will this project include electrical work?**

If Yes, see Structure Design Reference D.

Yes No **Will this project include Mechanical (HVAC) work?**

If Yes, the structure will be required to meet the new Energy Code.
(Structure Design References E)

Yes No **Will this project include any plumbing?** (Structure Design Reference F)

Structural Design References

Residential Addition or Remodel

Community Development Services, City of Greenwood

Unless otherwise specified, all referenced code sections, tables, and chapters are from the:

Indiana Residential Code 2005 Edition

(2003 International Residential Code with Indiana Amendments)

- A.** The foundation footing must bear below the frost line on undisturbed natural soils or engineered fill. (Table R309)(Sections R309.5.1, R403.1, R403.1.1, R403.1.3.2, R403.1.4, R403.1.4.1, R403.1.6)
- B.** Framing and beam sizes shall be within allowable support spans and meet minimum bearing requirements. Header spans greater than 7'-11" will require an Engineered LVL beam with the engineering data to be submitted with the application. (Table R502.5(1))(Sections R502.3, R502.3.2, R502.3.3, R502.5, R502.6, R502.6.1, R502.6.2)
- C.** Roof and ceiling framing should be constructed to comply with R802.1.4, R802.2 to R802.6, R802.10, R802.11, R803.1, R806, R807, R902.1, R903.1, R903.2, R903.2.1, R904, R905. If you are using roof trusses on the project, you must supply the engineered truss shop drawings with your application.
- D.** Electrical Service must be constructed to comply with Table 309. Must also comply with Chapters 33-40. (Table E3503.1, Figure 3305.1, Sections E3301.4, E3306.3, E3306.4, E3501.6.2, E3503.2, E3504, E3507.1, E3606.2, E3702, E3703, E3802.2, E3803.3)
- E.** Heated structures must be constructed to comply with the 2012 Indiana Energy Code. You may find this at the State of Indiana website, <http://www.in.gov/legislative/iac/T06750/A00140.pdf>. The Energy Code (Chapter 11, Section N1100) is located on pages 99-109 of these amendments. You may also find more information on the requirements on our website, www.greenwood.in.gov, and from Chapters 13-24. (Table 309, footnote 1, Indiana Amendment) **Also see attached Summary Sheet**
- F.** Plumbing installations must be constructed to comply with Chapters 25-31. (Table 309, footnote 1, Indiana Amendment)
- G.** Floor slab must be constructed to meet Table 402.2, Section R506.
- H.** Wall framing shall be constructed according to R403.1.6, Section R602, R703.7 to R703.10.2.
- I.** SEPARATION INFO



Submittal Checklist

Residential Electrical

Community Development Services, City of Greenwood

_____ amps **Size of current panel**

_____ amps **Size of new panel**

_____ **Manufacturer of new panel**

Yes No **Are you changing the service cable?**

Yes No **Are you adding circuits?**

Yes No **Is the meter base being relocated?**

Yes No **Are you adding an outside disconnect?**

_____ **Size of ground wire**

Yes No **Are you installing a new ground rod?**

IPL **Service Provider, if known (circle one)**

REMC

Duke Energy



2012 INDIANA ENERGY CODE

CODE REQUIREMENTS ON ALL HOME PERMITS AFTER APRIL 5, 2012

3 Paths to Compliance

- 1) **PRESCRIPTIVE PATH** - most restrictive path. Accomplished through a checklist of items to be visibly inspected, along with documentation at the permitting stage. Follows Chapter 11 of the 2009 International Residential Code.
- 2) **PERFORMANCE PATH** – flexible but based on overall design. Requires blower door test and certification at final.
- 3) **TOTAL UA PATH** – used on a limited basis when paths 1) or 2) are difficult to accomplish. Uses RES/REM Type Software.

Requirements Regardless of Compliance Path

- 1) All insulation materials must be marked with R-Values. *Spray or Blown Insulation must post a certificate listing insulation values and or thickness applied.*
- 2) All window and door labels to be left on at rough-in for verification of fenestration and/or U-Factor.
- 3) Sticker placed on electrical panel showing:
 - a. Builder Information
 - b. All R-Values for floor, walls, ceiling, and attic.
 - c. Show all HVAC and water heater efficiency levels.
 - d. U-Factors of windows and skylights.
- 4) All building thermal envelope and ducts sealed to an air leakage to a maximum of 7 ACH @ 50 PA. To be either field verified by an approved party or blower door tested by a third party.
- 5) Supply ducts, except those completely within the building thermal envelope, must be as follows:
 - a. Located in attic R-8
 - b. All others R-6
- 6) Programmable thermostat programmed to a setting of minimum 55 and maximum 85 degrees Fahrenheit.
- 7) All recessed lighting must use IC-Rated fixtures sealed with gaskets or caulked.
- 8) Masonry fireplaces must use gasket sealed doors and outdoor combustion air.

COMMUNITY DEVELOPMENT SERVICES

Planning Division

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317-881-8698
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AFFIRMATION OF NOTIFICATION
Homeowner's Association and/or Architectural Control Committee

The City of Greenwood Municipal Code, Chapter 10, Article 8, Sec. 10-130 Improvement Location Permits, Subsection 8.03.05 Subdivision Covenants, states:

“The City of Greenwood shall not be a part of, nor be responsible for enforcement of, subdivision covenants, excepting the following requirements:

- C. Before issuing a permit for construction the Building Commissioner shall require the applicant to affirm in writing that the proper “Architectural Control Committee” for the subdivision in which the proposed dwelling or accessory building is to be built has been sent notice of the development proposal.*

- D. Final Authority for issuing a permit shall, in all cases, rest with the Building Commissioner.”*

Name of Subdivision: _____

Please check one:

- A Homeowner's Association and/or Architectural Control Committee **does not exist** for this subdivision.

- The Homeowner's Association and/or Architectural Control Committee for this subdivision **is inactive or is no longer in existence.**

- The Homeowner's Association and/or Architectural Control Committee for this subdivision **has been notified and has approved** the construction plans I am submitting for building permit approval.

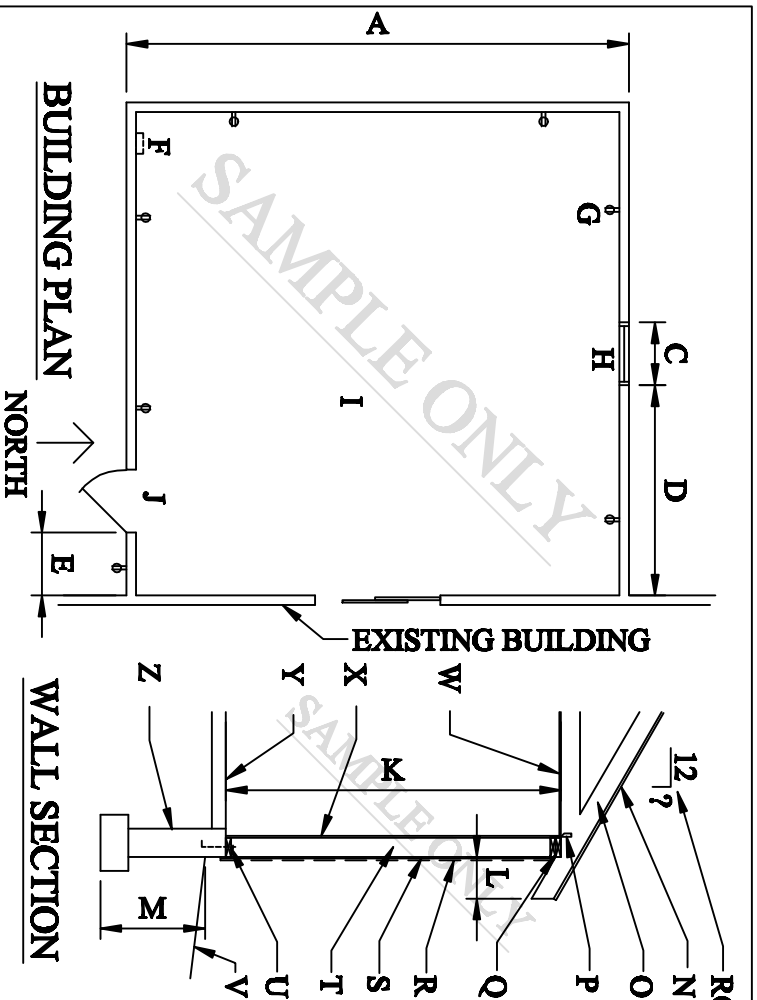
- The Homeowner's Association and/or Architectural Control Committee for this subdivision **has been notified, but has not yet approved** the construction plans I am submitting for building permit approval.

- The Homeowner's Association and/or Architectural Control Committee for this subdivision **has been notified and has denied approval for this project.**

Signature: _____

Date: _____

Printed Name: _____



INDEX:

- | | |
|--|---|
| A= BUILDING WIDTH | Q= DOUBLE 2x TOP PLATE |
| B= BUILDING LENGTH | R= SIDING FINISH |
| C= WINDOW WIDTH | S= SHEATHING/ UNDERLAYMENT |
| D= DISTANCE TO WINDOW | T= WALL FRAMING SIZE & SPACING |
| E= DISTANCE TO DOOR | U= SILL. PLATE INFO & ANCHOR SIZING & SPACING |
| F= PANEL LOCATION, IF APPLICABLE | V= EXIST. GRADE |
| G= ELECT. OUTLETS, IF APPLICABLE | W= CLG. FINISH, IF APPLICABLE |
| H= WINDOW TYPE & SIZE | X= WALL FINISH, IF APPLICABLE |
| I= FLOOR INFO & DESCRIPTION | Y= FLOOR CONSTRUCTION |
| J= DOOR TYPE & SIZE | Z= FOUNDATION/ FOOTING CONSTRUCTION |
| K= WALL HT./ROOF BEARING | |
| L= OVERHANG WIDTH | |
| M= FOOTING DEPTH | |
| N= ROOFING FINISH & UNDERLAYMENT | |
| O= ROOF TRUSS OR RAFTER FRAMING SIZE & SPACING | |
| P= ROOF FRAMING STRUCTURAL CONNECTION | |
| | AA= HT. OF PEAK FROM GRADE |
| | BB= HT. OF WINDOW ABOVE FLOOR |

PLAN NOTE:

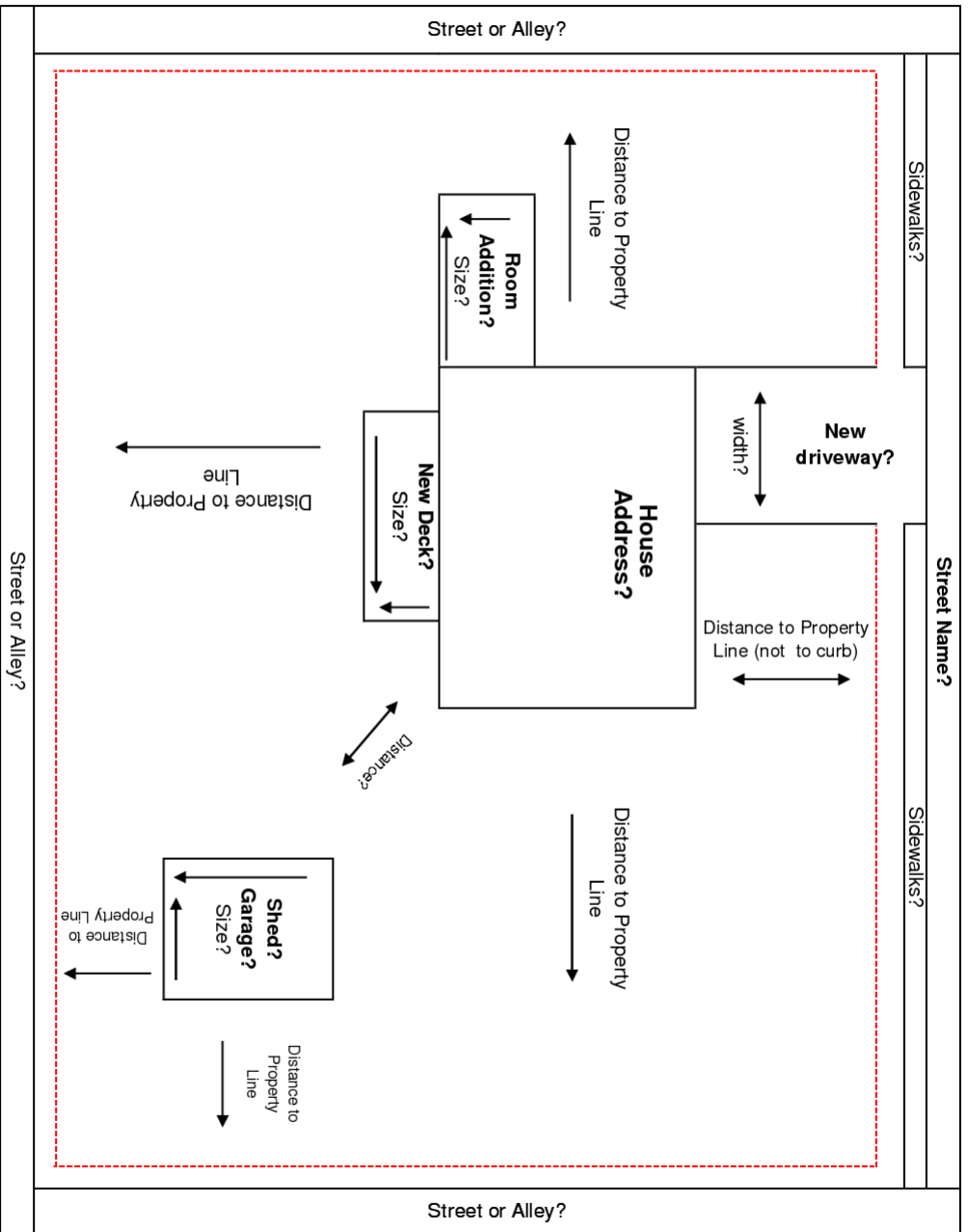
IF THE BUILDING IS HEATED/COOLED, SHOW LAYOUT ON PLANS AS WELL. IF THE BUILDING HAS PLUMBING YOU NEED TO PROVIDE PLUMBING LAYOUT PLAN AS WELL. IF THE BUILDING HAS ELECTRICAL NEED TO PROVIDE AN ELECTRICAL/LIGHTING PLAN.

RIGHT ELEVATION

REAR ELEVATION

LEFT ELEVATION

How to Draw a Basic Site Plan



The Inspection Department recommends that when drawing a site plan, that you draw as close to scale as possible.