

*COMMERCIAL BUILDING
PERMIT APPLICATION
PACKET*

*BARTHOLOMEW COUNTY/CITY OF COLUMBUS
DEPARTMENT OF TECHNICAL CODE ENFORCEMENT*

COMMERCIAL BUILDING PERMIT FEES – Effective 10/01/2022

<u>Permit Types</u>	<u>Minimum Fees</u>
Commercial/Multi-Family*	\$400.00 plus \$.10 per square foot
Additions*	\$300.00 plus \$.10 per square foot
Remodeling *	\$300.00 plus \$.10 per square foot
Accessory Structures*	\$200.00 plus \$.10 per square foot
Relocation	\$150.00 plus \$.10 per square foot
Demolition	\$75.00 Each
Swimming Pool	\$150.00 Includes 2 Inspections
Storage Tanks- Under or above ground	\$120.00 Each
Re-Inspection Fee	\$50.00 \$100.00 \$200.00
Electrical Only	\$75.00 First Inspection Only
Plumbing Only	\$75.00 First Inspection Only
Heating Only	\$75.00 First Inspection Only
Ventilation Only	\$75.00 First Inspection Only
Air Conditioning Only	\$75.00 First Inspection Only
Heating and Air Conditioning Combination	\$75.00 First Inspection Only
Sprinkler System	\$75.00 First Inspection Only
Hood	\$75.00 First Inspection Only
Fire Suppression	\$75.00 First Inspection Only
Signage	\$60.00 Per Sign
Cellular Towers & Control Buildings	\$150.00 Each
Foundation	\$120.00 Each
Permit Renewal for 1 Year	One Half (1/2) of Original Permit Fee
Any Additional Inspections	\$75.00 each additional inspection

***Includes all Required Permits – Elec, Plum, HVAC**

COMMERCIAL BUILDING PERMIT REQUIRED ITEMS

Columbus/Bartholomew County
Department of Technical Code Enforcement
440 Third Street, Room 302, Columbus, IN 47201
812-379-1535 www.bartholomew.in.gov

REQUIRED FOR NEW BUILDINGS OR ADDITIONS

- _____ A. **Zoning Compliance Certificate (ZCC)**- from the Columbus/Bartholomew County Planning Department located in Columbus City Hall, 123 Washington Street, Columbus, IN 47201. 812-376-2550.
- _____ B. **State Design Release**- as required by 675 IAC 12-6-3 (for exemptions see 675 IAC 12-6-2 and 12-6-4). For additional information contact the Indiana Department of Homeland Security (IDHS) at 317-232-6422 or planreview@dhs.in.gov. **[ANY RELEASES NOT SUBMITTED WITH THE ORIGINAL PERMIT APPLICATION MAY REQUIRE SEPARATE PERMITS WITH ADDITIONAL FEES i.e. sprinkler, hood, electric, alarm, etc.]**
- _____ C. **Site Plan**- must include the seal of the design professional responsible for the contents of the drawing and be the same as that submitted to the Planning Department.
- _____ D. **Plan Authentication Affirmation**- All information must be provided including original signatures. Contact Code Enforcement office for form.

ALL PROJECTS (ZCC required for all “Change of Occupancy/Use”)

- _____ E. **Commercial Building Permit Application**- All applicable information must be provided. Contact Code Enforcement office for form.
- _____ F. **One set of Plans/Prints**- PLANS MUST BE THE SAME AS THOSE SUBMITTED TO THE STATE FOR THE DESIGN RELEASE.
- _____ G. **Certificate of Completion and Compliance**- All applicable information must be provided. MUST BE SIGNED BY CONTRACTOR AND OWNER. Contact Code Enforcement office for form.
- _____ H. **Applicable Sub-Contractor Sign-Off Sheets**- for Electrical, Plumbing, Mechanical, Sprinklers/Fire Suppression and Hoods. The following require current licenses: *Electrical- Bartholomew County Electricians License; Plumbing- State of Indiana Plumbing License* **All sign-off sheets must be submitted prior to the permit being issued.**

OTHER INFORMATION THAT MAY BE REQUIRED

- _____ I. **Health Department Review**- Required on all projects involving food facilities or septic systems. Contact the Bartholomew County Health Department 440 Third St., Room 303, Columbus, IN 47201, phone 812-379-1550.
- _____ J. **Driveway Approval New or Existing**- From one of the following:
1. Bartholomew County Highway Department- 812-379-1660
 2. City of Columbus Engineering Department – 812-379-2540
 3. Indiana Department of Transportation- 812-372-7837

COMMERCIAL/INDUSTRIAL

Building Permit Application

Columbus/Bartholomew County

Department of Technical Code Enforcement

Instructions: Print all information in ink. Failure to provide requested information might delay the processing of this application. **For assistance call 812-379-1535.**

Location of proposed construction activity:

Address: _____
Number N-S-E-W Street Name City

Lot #/ Subdivision (PUD): _____
Lot # Subdivision

Owner/Occupant of above location:

Name: _____
Last First Middle Initial

Address: _____
Number N-S-E-W Street name Apt #

City State Zip Code

Telephone: (____) _____

Contractor responsible for this Permit:

Company Name: _____

Contact Person: _____

Company Address: _____

Registration #: _____ E-mail: _____

Phone #: (____) _____ (____) _____ (____) _____

Proposed Sub-Contractors: (sign-off sheets must still be submitted)

Electrical: _____ Lic #: _____

Plumbing: _____ Lic #: _____

HVAC: _____ Reg #: _____

Sprinkler: _____ Reg #: _____

I, hereby, certify that I have the authority to make the foregoing application, that all accompanying documents are accurate and correct; **AND that All sign-off sheets will be submitted *prior* to any electrical, plumbing or mechanical work being done. [If work is done before sign-off's are submitted to this office a minimum fine of \$100.00 will be assessed the responsible party.]** I further certify that the structure or portion of the structure under construction will not be used or occupied in any manner until all inspections have been made and a Certificate of Occupancy has been issued by the Department of Technical Code Enforcement.

Signature of Owner/Occupant _____ Signature of Contractor _____ Date _____

For Office Use Only

Application #: _____
Permit #: _____ Fee: \$ _____
Township: _____
Map & Parcel #: _____
Subdivision(PUD): _____
Flood Rating: _____ Zoning: _____
Released: _____ Denied: _____
Date: ____/____/____ Received by: _____

Type of Construction/Improvement to be done:

____ New ____ Addition ____ Remodel
____ Sprinklered ____ non-Sprinklered

Building/Structure's Proposed Use:

(if **Mixed** mark all that apply)

- Assembly- (circle type) A1 A2 A3 A4 A5
- Business- Office, Professional, Service (B)
- Mercantile (department stores, drug stores) (M)
- Factory Low Hazard (F2)
- Factory Moderate Hazard (F1)
- Educational (includes daycare) (E)
- Hazardous- (circle type) H1 H2 H3 H4 H5
- Institutional- (circle type) I1 I2 I3 I4
- Residential- (circle type) R1 R2 R3 R4
- Storage Low Hazard (S2)
- Storage Moderate Hazard (S1)
- Storage Tanks (U1)
- Towers (cell, water, etc.) (U2)

Project Size: _____ stories

Basement: _____ (square feet)

1st Floor: _____ (square feet)

2nd Floor: _____ (square feet)

3rd Floor: _____ (square feet)

Total sq. ft. (all floors): _____

Value of proposed Construction/Improvement:

\$ _____

Rev.: 02.27.03DZ

Certificate of Completion and Compliance

Columbus/Bartholomew County Department of Technical Code Enforcement
440 Third Street Room 302, Columbus, Indiana 47201 Office 812-379-1535

Address or Lot # of Proposed Construction: _____
ADDRESS LOT # SUBDIVISION

Owner of Property or Occupying Tenant: _____

General Contractor or Responsible Party: _____

Signing of this document certifies that:

- 1) All construction will be completed in accordance with all applicable local and state building codes and all applicable Columbus/Bartholomew County zoning ordinances. This includes Indiana Building Code, Indiana Chapter 11 Accessibility Codes, Indiana Residential Code, Indiana Mechanical Code, Indiana Plumbing Code, Indiana Energy Code, National Electric Code, Indiana Fire Codes, Indiana Swimming Pool Code, the Columbus City Code and the Bartholomew County Code.
- 2) That only those materials, acceptable under applicable codes or approved by the Authority having jurisdiction will be utilized in the work to be performed.
- 3) That all drainage of surface or storm water will be directed according to the approved site plan for commercial projects; or will be handled in a prudent manner to prevent erosion of soils to, or ponding of water on adjacent properties in residential construction.
- 4) All landscaping and grading will be completed to the satisfaction of the Planning Department in commercial projects or Building Inspector in residential projects.

As owner of the property, general contractor under contract, and/or appointed representative of contracted company, you jointly and severally assume full responsibility for insuring that the above will be done and that **no one will occupy** any new structure, new addition or part of a remodeled structure prior to obtaining a **Temporary or Final Certificate of Occupancy**, from the Columbus/Bartholomew County Department of Technical Code Enforcement. (A structure is considered to be occupied if any personal or other items, not related to actual construction of the project, are moved into the structure. Structures include additions, garages, storage buildings and swimming pools.)

If any person, firm or corporation shall violate any of the provisions of this Building Code or shall do any act prohibited herein, or shall fail to perform any duty lawfully enjoined, within the time prescribed by the Department, or its Chief Code Enforcement Officer, or any of its Assistant Code Enforcement Officers, or shall violate, fail, neglect or refuse to obey any lawful order given by the Department or its Chief Code Enforcement Officer or any of its Assistant Code Enforcement Officers, in connection with the provisions of this Building Code, then for each such violation, failure, neglect or refusal, or doing of a prohibited act, such person, firm or corporation shall be fined in the sum of not less than One Hundred Dollars (\$100.00) nor more than Five Hundred Dollars (\$500.00). Each day that aforesaid violation, failure, neglect or refusal, or doing of a prohibited act continues, shall be deemed and constituted as a distinct and separate offense. Each offense shall be deemed as a Class C infraction. (City of Columbus Municipal Code 15.04.260 and Bartholomew County Code Sec. 5.37)

Signature of Owner or Occupying Tenant: _____
REQUIRED DATE

Signature of Contractor/ Company Representative: _____
REQUIRED DATE

Permit Application Number: _____

Plan Authentication Affirmation

Columbus/Bartholomew County
Department of Technical Code Enforcement
440 Third Street Room 302, Columbus, Indiana 47201
Office 812-379-1535

Application #:	_____
State Project #:	_____
Permit #:	_____
Received by:	_____
Date Received:	_____

I, _____, as a duly appointed and authorized, agent or
Name of Representative
representative, of _____, do hereby certify, attest, and affirm under
Company/ Contractor Name
threat of perjury that the plans submitted for the building, construction, rebuilding
remodeling or addition to, of the following project: _____,
Project Name as Stated on State Release
are identical to those submitted to, reviewed by, approved and released by the State of
Indiana Department of Fire and Building Services Plan Review Department, including all
omissions, corrections or amendments.

I, _____, understand that the providing of altered, revised,
unapproved in part or whole plans will automatically invalidate any plan reviews,
permits, inspections, and/ or certificates of occupancy, temporary or permanent, related to
the above project, subject myself and any interest I represent to substantial fines and
prosecution.

I, _____, further acknowledge that no plan reviews, permits or
inspections relieve myself, or the interest I represent, from building, constructing,
rebuilding, remodeling or adding to any structure in compliance with all applicable, state,
federal, or local laws, codes or ordinances.

Project Name: _____

State Project Number: _____

Release Date: _____

Construction Type: _____

Occupancy Classification: _____

Street Address: _____

Type of Release: _____

Company Responsible for Permit: _____

Representative Name (print): _____

Representative Name (signature): _____

Electrical Contractor Sign-Off

Columbus/Bartholomew County
Department of Technical Code Enforcement
440 Third Street Room 302, Columbus, Indiana 47201
Office 812-379-1535; Fax 812-379-1765

Received by: _____
Date Received: _____
License Current: <input type="checkbox"/> yes <input type="checkbox"/> no
Permit #: _____

I, _____, a Bartholomew County licensed electrical contractor, accept liability for the work being performed at

_____ and I will insure that all work is done in accordance with the National Electric Code, Indiana Electric Codes and Bartholomew County Electric Codes and any other applicable codes or regulations.

I understand that a Bartholomew County licensed electrician is required to be onsite at all times electrical work is being performed and that my license is subject to suspension and forfeiture in the event I am found in violation of Chapter 5 Article 1 Sec. 5-6 (requiring permits) and/or Chapter 5 Article 3 Sec. 5- 129 of the Bartholomew County Code.

I am a duly authorized representative of _____.

LICENSE HOLDER'S ORIGINAL SIGNATURE

License #

Names and license numbers of all licensed employees who may be onsite at any time:
(You may attach a current list)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Mechanical Contractor Sign-Off

Columbus/Bartholomew County
Department of Technical Code Enforcement
440 Third Street Room 302, Columbus, Indiana 47201
Office 812-379-1535; Fax 812-379-1765

Received by: _____

Date Received: _____

License Current: yes no

Permit #: _____

I, _____,
(Print name)

accept responsibility for the mechanical work being performed at

(Address of project)

I will insure that all work is done in accordance with the Indiana Mechanical Code, Indiana Residential Code and /or the Indiana Building Code; Bartholomew County Codes; City of Columbus Codes; and any other applicable codes or regulations.

- ✓ I will perform all required duct sealing and duct tightness (air leakage) testing.
- ✓ I will perform all required pressure testing of all gas lines and connections.
- ✓ I will install all appliances and related piping and venting per the manufacturer's installation instructions.
- ✓ I will install all flexible gas lines and fittings per the manufacturer's training and installation instructions.

A request for inspection, either rough or final, infers that all work is complete and installed per code or manufacturer's instructions. If it is determined that work is not complete or in violation of applicable codes you may be subject to fines and/or re-inspection fees.

I am a duly authorized representative of _____
COMPANY NAME

REGISTRANT'S ORIGINAL SIGNATURE

REGISTRANT'S #

Plumbing Contractor Sign-Off

Columbus/Bartholomew County
Department of Technical Code Enforcement
440 Third Street Room 302, Columbus, Indiana 47201
Office 812-379-1535; Fax 812-379-1765

Received by:	_____
Date Received:	_____
License Current:	yes <input type="checkbox"/> no <input type="checkbox"/>
Permit #:	_____

I, _____, am licensed by the State of Indiana to perform
Print
work as a Plumbing Contractor, and as such I accept liability for the
work being performed at _____.

(Address of project)

I will insure that all work is done in accordance with the Indiana Plumbing Code, Indiana Residential Code and /or the Indiana Building Code; Bartholomew County Codes; City of Columbus Codes; and any other applicable codes or regulations.

- ✓ *I understand that a State licensed plumber is required to be onsite at all times plumbing work is being performed.*
- ✓ *I, also, understand that I am to test all under slab water and drain lines prior to any under slab inspections; and I am to pressure test all water and drain lines prior to any rough inspections.****

A request for inspection, either under slab, rough or final, infers that all work has been tested as required and is complete and leak free. If it is determined that you have not tested the plumbing lines, you will be required to put the system on test for the inspector to witness. You may also be subject to reinspection fees and/or fines.***

I am a duly authorized representative of _____.

COMPANY NAME

LICENSE HOLDER'S ORIGINAL SIGNATURE

License #

Names and license numbers of all licensed employees who may be onsite at any time:
(You may attach a current list)

*** Testing as required by the Indiana Building and Plumbing Codes:
>Test all piping before cover or concealment.
>DWV test- 10' head of water for 15 minutes OR air test at 5psi for 15 minutes.
>Water piping test- under working pressure for 15 minutes OR 50 psi air for 15 minutes on non-plastic pipe.

Exhaust Hood Class I/II Contractor Sign-Off

Columbus/Bartholomew County
Department of Technical Code Enforcement
440 Third Street Room 302, Columbus, Indiana 47201
Office 812-379-1535; Fax 812-379-1765

Received by: _____

Date Received: _____

License Current: yes no

Permit #: _____

I (We), _____, a professional and properly trained Class I and Class II Exhaust Hood designer and installer (or design and installation Company), am/are installing a Class ___ Hood at

(Project Name)

(Address of project)

I (We) accept responsibility and liability for the work being performed and will insure that all exhaust hood design, installation, testing and maintenance will conform to the adopted Indiana Mechanical Code, NFPA 17A, Indiana Building Code, Indiana Fire Code, and any other applicable codes or regulations.

If a Class I Hood is being installed please provide us the name of the Fire Suppression Contractor. (A "Fire Suppression Sign-off" must be submitted for this contractor.)

Name of Fire Suppression Company: _____

I am a duly authorized representative of _____
COMPANY NAME

REPRESENTATIVE'S ORIGINAL SIGNATURE

DATE

Fire Suppression/Sprinkler Contractor Sign-Off

Columbus/Bartholomew County
Department of Technical Code Enforcement
440 Third Street Room 302, Columbus, Indiana 47201
Office 812-379-1535; Fax 812-379-1765

Received by: _____

Date Received: _____

License Current: yes no

Permit #: _____

I (We), _____, a professional and properly trained Fire Suppression/Sprinkler designer and installer (or design and installation Company) am/are installing a Fire Suppression/Sprinkler system at:

(Project Name)

(Address of project)

I (We) accept responsibility and liability for the work being performed and will insure that all Fire suppression/sprinkler design, installation, testing and maintenance will conform to the adopted Indiana Building Code, Indiana Fire Code, NFPA 13 and/or NFPA 13R and any other applicable codes or regulations.

I am a duly authorized representative of _____

COMPANY NAME

REPRESENTATIVE'S ORIGINAL SIGNATURE

DATE

Fire Alarm Contractor Sign-Off

Received by: _____

Date Received: _____

License Current: yes no

Permit #: _____

*Columbus/Bartholomew County
Department of Technical Code Enforcement
440 Third Street Room 302, Columbus, Indiana 47201
Office 812-379-1535; Fax 812-379-1765*

I (We), _____, a professional and properly trained Fire Alarm designer and installer (or design and installation Company) am/are installing a Fire Alarm system at:

(Project Name)

(Address of project)

I (We) accept responsibility and liability for the work being performed and will insure that all Fire Alarm design, installation, testing and maintenance will conform to the adopted Indiana Building Code, Indiana Fire Code, NFPA 72 and any other applicable codes or regulations.

I am a duly authorized representative of _____
COMPANY NAME

REPRESENTATIVE'S ORIGINAL SIGNATURE

DATE

REQUIRED INSPECTION INFORMATION COMMERCIAL

Columbus Bartholomew County Department of Technical Code Enforcement
440 Third Street Room 302, Columbus, Indiana 47201, Office 812-379-1535
www.bartholomew.in.gov

The Columbus/Bartholomew County Department of Technical Code Enforcement uses a one-permit system for building, remodeling, additions and accessory structures. This permit may cover the building/framing, electrical, plumbing, heating & air (HVAC) and fire suppression system. ***The general contractor is responsible for the scheduling of all required inspections; assuring that all the required inspections occur and are approved at the correct times; and that all fines and re-inspection fees associated with the project are paid.***

- All inspections require **Permit Number & 24-hour advance scheduling**. (Same day request will not be accepted.)
- All inspection requests and scheduling must be made by calling the office at the number listed above. Inspections may be phoned in until 5 PM the day before the inspection is needed (no inspections are done on Saturdays, Sundays or Holidays.)
- In order to set a time for an **already requested** inspection you must call between 8:00 am and 9:00 am the day of which you have requested the inspection and **provide your permit number and address** to an inspector who will set a time for the inspection.
- All sign-off sheets must be submitted prior to **electrical, plumbing, mechanical or fire suppression system work being inspected**. ***If inspections are requested before sign-off sheets are submitted to this office a minimum fine of \$100.00 will be assessed the responsible party.***
- All fees and fines must be paid before the next scheduled inspection will be done.

The following are brief descriptions of those inspections that may be required for a particular project.

- 1) **Footing Inspection – (request # 104)** You must have a Footing Inspection prior to placing concrete. Inspectors will check trench- depth, width and squareness; the correct placement of rebar; the correct stepping of footings; and removal of vegetation. *Inspectors have the discretion to waive footer inspections based on prior compliance and their working history with a contractor and/or superintendent, but are discouraged from waiving a high percentage of footer inspections on one job. Inspectors may request that you take pictures of footer areas that they may be waiving. Photos should give indication or reference to applicable sections of footer.* **DO NOT POUR CONCRETE WITHOUT PRIOR APPROVAL OF INSPECTOR.**
- 2) **Foundation Inspection – (request # 110)** You must have a Foundation Inspection prior to framing on, or backfilling, a basement or crawl space. Basements- inspection of drainage tile, walls, brick ledges, piers, gravel fill, waterproofing, anchor bolts, treated sill plates and sump pit. Crawl Spaces- inspection of walls, brick ledges, piers, vents, crawl door, insulation, grading, anchor bolts, treated sill plates and sump pit.

- 3) **Underslab Inspection-** (request # 900) **You must have an Underslab Inspection prior to placing fill for slab; all mechanical work must be exposed.** For basement floors and slab foundations. Inspection of all plumbing-supply and drainage, ductwork and electrical conduits. *This includes plumbing, electrical, mechanical or any other items to be located under or in the slab. Commercial underslabs can be done in stages if cleared before hand with the appropriate inspector.*
- 4) **Rough (Inspection) All Trades-** (request # 910) **You must have a Rough Inspection prior to installing insulation or wallboard.** Inspection of framing and mechanicals. Windows, exterior doors, roofing and fireplaces must be installed. Electric, plumbing, HVAC and fire suppression in areas that you desire inspected prior to insulating or drywalling must be complete as well as framing, and draft stopping (fire blocking). *Commercial roughs can be done in stages if cleared before hand with the appropriate inspector. While we wish to accommodate construction schedules, requesting of multiple roughs, for minor advantages in scheduling, is discouraged and can lead to a tightening of our inspection policy. Be specific of the area or scope you wish inspected and have a legitimate reason for having multiple inspections. (I.e. do not call for an electric rough when plumbing in the same area is not done.)*
- 5) **Above Ceiling (Inspection)-** (request # 950) **You must have an Above Ceiling Inspection prior to the installing of ceiling tiles in a dropped ceiling system.** Inspection of electrical, mechanical, plumbing, fire suppression and fire stopping above ceiling grid. *All work above ceiling grid should be complete prior to requesting of inspection **unless** different arrangements are made with the appropriate inspector, **prior to requesting inspection.***
- 6) **Final (Inspections) All Trades-** **YOU MUST HAVE AND PASS A FINAL INSPECTION PRIOR TO OCCUPYING A NEW STRUCTURE, ADDITION, OR REMODELED AREA.** This is an inspection of the final product. All phases of work must be complete. Building or structure must be ready for occupancy. *The job superintendent or a representative of the General Contractor must be present at the job site for all final inspections or reinspections. All issues or violations must be resolved and/or corrected prior to any personal or non-construction items being moved into the structure. Final Certificate of Occupancy can only be issued after:*
 - a) *Planning Department has issued Final approval [812-376-2550];*
 - b) *The Columbus Fire Department [812-376-2583] or County Fire Inspector[Gene Wever] 812-379-1535] has issued Final approval;*
 - c) *and in the case of food establishments, septic systems or like facilities the Health Department has given final approval [County Health Department 812-379-1550]*
 - d) **And all issues noted on Department of Technical Code Enforcement's final inspection are complete and re-inspected.**

Official copies of "Certificate of Occupancy" are issued upon request and can be picked up the next business day after passing the Final Building inspection and completing all items under number 6.

Building Inspectors are typically only available for questions or inquiries from 8:00-9:00am and 4:00- 5:00pm.