City of Westfield

COMMUNITY DEVELOPMENT

Planning ~ Building ~ Zoning

Westfield Community Development Department

Building Department

Building Permit Packet

RESIDENTIAL

CITY OF WESTFIELD
COMMUNITY DEVELOPMENT DEPARTMENT

BUILDING PERMIT PACKET

RESIDENTIAL

PACKET CONTENTS

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Westfield Public Works Erosion Control Permit Application for Residential and Commercial Lots

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FOR OFFICE USE:

Date Filed: _____ By: _____ Permit Application No: ___ - _____ - _____ - _____

City of Westfield Indiana 1834
Old Town Charm, New City Style

IMPROVEMENT LOCATION PERMIT APPLICATION

City of Westfield - Washington Township, Indiana
Department of Community Development - Building Inspections
2706 East 171st Street, Westfield, IN 46074
Tel. (317) 804 - 3170 Fax. (317) 896 - 2791 Email: community@westfield.in.gov

LOCATION OF PERMIT ACTIVITY:

Lot Number: _____ in Section _____ of _____.

Street Number/Name: _____

City: _____ State: Indiana Zip: _____ Township/Jurisdiction: Westfield - Washington Twp

Parcel Number: ___ - ___ - ___ - ___ - ___ - ___ - ___ - ___

If the subject property does not include one or more lots in a subdivision, the plat of which has been recorded in the Office of the Hamilton County Recorder, and/or a legal description of the property must be attached.

OWNER / APPLICANT INFORMATION:

Name: _____

Telephone: _____

Current Mailing Address:

_____

_____

_____

BUILDER / CONTRACTOR INFORMATION:

Name: _____

Telephone: _____

Current Mailing Address:

_____

_____

_____

Estimated Cost of Construction: $ _____

License Number: _____

GENERAL PROPERTY INFORMATION:

Type of Water Supply: ❑ Public System ❑ Private System

If Public / Name of System: _____

If Private / Well Permit Number: _____

Type of Sewage Disposal: ❑ Public System ❑ Private System

If Public / Name of System: _____

If Private / Septic Permit Number: _____

Current Zoning Classifiation of Property: _____

Current Use of Property: _____

Is the property in a special flood hazard area, as established by the Federal Emergency Management Agency - National Flood Insurance Program (FEMA-NFIP), as per flood insurance rate map?

❑ YES ❑ NO FEMA-NFIP panel no: _____

If yes, flood zone description: _____

INTENDED / PROPOSED USE:

Residential	Non-Residential	Type of Improvement
❑ One-Family Detached	❑ Retail / Commercial	❑ New Structure
❑ Two-Family Attached (duplex, villa)	❑ Office / Professional	❑ Addition
❑ Multi-Family: # of units _____	❑ Hotel / Motel - # of Rooms: _____	❑ Alteration, Remodel, or Repair
❑ Modular Home	❑ Industrial	❑ Commerical Tenant Space
❑ Mobile Home	❑ Institutional: (Use)	❑ Primary Ag Structure
❑ Detached Addition: (Use) _____	❑ Accessory Building	❑ Foundation Only
❑ Attached Addition: (Use) _____	❑ Structure other than a Building	❑ Electrical Upgrade
❑ Swimming Pool (Private)	❑ Other: (Use) _____	❑ Demolition
❑ Deck or Porch		❑ Swimming Pool
❑ Fence		❑ Roofing
❑ Other: (Use) _____		❑ Site-Land-Earthwork
		❑ Signage
		❑ Other: (Use)

Certification and Notice of Intent to Comply:

I hereby certify that I have the authority to make the foregoing application, that the application is correct, and that construction will comply with, and conform to all applicable laws of the State of Indiana. I further certify that the construction will conform to the regulations in the Buidling Code, the Zoning Ordinance, or private, of the governing jurisdiction, which may be imposed on the above property by deed. I further certify that the construction will not be used or occupied until proper certificates of occupancy and compliance are filed with the governing jurisdiction.

_____ Signature of Owner / Authorized Agent

_____ Date

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FOR OFFICE USE:

Date Filed: _____ By: _____ Permit Application No: ___ - _____ - _____ - _____

City of Westfield Indiana 1834
Old Town Charm, New City Style

IMPROVEMENT LOCATION PERMIT APPLICATION

City of Westfield - Washington Township, Indiana
Department of Community Development - Building Inspections
2706 East 171st Street, Westfield, IN 46074
Tel. (317) 804 - 3170 Fax. (317) 896 - 2791 Email: community@westfield.in.gov

BUILDING / CONSTRUCTION INFORMATION: *FOR OFFICE USE ONLY*

Dimensions	Reqd by Ord.	Submission	Compliance?
Lot Frontage:	_____	_____	❑ Yes ❑ No
Lot Width:	_____	_____	❑ Yes ❑ No
Lot Area	_____	_____	❑ Yes ❑ No
1st Floor Living Area:	_____	_____	❑ Yes ❑ No
2nd Floor Living Area:	_____	_____	❑ Yes ❑ No
Min. Building Height:	_____	_____	❑ Yes ❑ No
Max .Building Height:	_____	_____	❑ Yes ❑ No
Total SqFt (incl basem.):	_____	_____	❑ Yes ❑ No
Front Yd Setback:	_____	_____	❑ Yes ❑ No
Rear Yd Setback:	_____	_____	❑ Yes ❑ No
Side Yd Setback:	NE: _____	NW: _____ SE: _____ SW: _____	❑ Yes ❑ No

Type of Heating Fuel:	❑ Electric	❑ Gas	❑ Geo Ther.	❑ Oil	❑ Solar ❑ Wood
Type of Water Heat:	❑ Electric	❑ Gas	❑ Geo Ther.	❑ Solar	
Fireplace:	❑ Electric	❑ Gas	❑ Wood	❑ Other	
Central A/C:	❑ Yes	❑ No			
Basement:	❑ Yes	❑ No			
Roof Truss, Manufactured:	❑ Yes	❑ No			
Type of Frame:	❑ Masonry	❑ Metal	❑ Post/Beam	❑	

REQUIRED ATTACHMENTS:

Properties within City Limits:

- ❑ Legal Description of Property
- ❑ Two sets of site plans showing the following:
  - ❑ Property Lines on all sides.
  - ❑ Location of existing structures on property with dimensions to property lines.
  - ❑ Size of existing structures.
  - ❑ Location of right-of-way, drainage and utility easements where applicable.
  - ❑ Subdivsion lot number / street address.
- ❑ Two sets of blueprints of the work showing:
  - ❑ Foundation Plan.
  - ❑ Floor plan(s) of each floor showing window locations, door locations, etc.
  - ❑ Cross section drawing of structure showing footing through shingles denoting sizes or thickness of all members used in construction.
  - ❑ Elevations: All four sides
  - ❑ All plans / drawings must be to scale.

Properties in Washington Township:

These items must be include and are in addition to the prior list of documentation for the City:

- ❑ Hamilton County Health Department approval stamp on all floor plans.
- ❑ Septic system permit and well permit (new construction only !) from:
  - ❑ Hamilton County Health Department, or
  - ❑ Hamilton Western Utilities, or
  - ❑ Proof of connection to State approved private utility.
- ❑ Driveway cut application from Hamilton County Highway Department.

CITY APPROVALS:

Advisory Plan Commission: _____ Board of Zoning Appeals: _____ City Council: _____

DOCUMENTATION & FEES:

ILP Fee: _____

Road Impact Fee: _____

Park Impact Fee: _____

Water Fee: _____

Sewer Fee: _____

Inspection Fee(s): _____

Irrigation Fee(s): _____

TOTAL: [ ]

City Construction Approval:

Hamilton County Highway Dept:

City Fee(s) Paid Stamps:

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TO: Community Development Department
Westfield - Washington Township
130 Penn Street
Westfield, IN 46074

FROM: _____
Applicant

RE: _____
Address

As indicated by my notarized signature below, the buyer of the above-referenced structure has been informed that there is to be no sleeping room in the basement without proper egress per the "Indiana Residential Code, 2005 Edition" *(675 IAC 14-4.3-27)* Eff. September 11, 2005

"SECTION R310: EMERGENCY ESCAPE OPENINGS"

"**R310.1 Emergency escape and rescue required.** Every sleeping room shall have at least one openable emergency escape and rescue opening. Where emergency escape and rescue openings are provided they shall have a sill height of not more than 44 inches (1118 mm) above the floor. Where a door opening having a threshold below the adjacent ground elevation serves as an emergency escape and rescue opening and is provided with a bulkhead enclosure, the bulkhead enclosure shall comply with Section 310.3. The net clear opening dimensions required by this section shall be obtained by the normal operation of the emergency escape and rescue opening from the inside. Emergency escape and rescue openings with a finished sill height below the adjacent ground elevation shall be provided with a window well in accordance with Section R310.2."

_____
Applicant Signature

_____
Notary Public, Resident of

_____

_____County

My Commission Expires:

_____

Occupying a structure/dwelling before a passed final inspection will result in a

$2500.00 Fine

City of Westfield

COMMUNITY DEVELOPMENT

Planning ~ Building ~ Zoning

Residential

READ

ALL

MATERIAL

Required Inspections and Procedures

The following inspections are required. Each inspection must be approved prior to proceeding to the next phase of construction. An approved inspection will be indicated by the inspector's dated signature on the original cardboard permit that is to be placed either in a window or in the garage on a smooth surface at the rough-in inspection. **If there is no Original Building Permit Card on the job site at this time, the inspection will be rejected. There will also be a $50.00 fee for a rejected or missed inspection.**

A NOTICE OF 24 HOURS IS REQUIRED

A CONFIRMATION NUMBER WILL BE GIVEN FOR EACH INSPECTION

REQUIRED INSPECTIONS

1.) Footing
2.) Foundation/underslab
3.) Rough-in
4.) Final

FOOTING:
RESIDENTIAL

1.) Grade stakes to be in place for inspection.
2.) Check all setbacks to property lines to insure compliance to zoning.
3.) Site plan must match the footing being poured or all work will discontinue until corrected plans are submitted, reviewed, and released.
4.) Inspection is required before footings are poured. Do not pour until the inspector has been there to inspect. **(Not doing so could result in removing any footings that have been poured.)**
5.) If short walls are to be done at a later date that will be considered a separate footing inspection-not a fdn/unslab inspection. Waterproofing and fdn/slab must be done separately.

FDN/UNDERSLAB
RESIDENTIAL

1.) Inspection is required after blocks are laid or walls are poured.
2.) Check for anchor bolt locations.
3.) Basement waterproofing, perimeter drains and slab plumbing must be in before this inspection.
4.) Check for crawl space access and ventilation compliance.
5.) Check for sump pit location and grading.
6.) Do not backfill until this inspection has been done.
7.) In cold weather, blankets must be pulled before inspection will be done.
8.) **If this inspection is missed, all construction will stop until a recorded sewer cam is done and reviewed by the Building Department.**

ROUGH-IN

RESIDENTIAL

1.) Rough-in of electrical, plumbing, and mechanical to be in place at this time.

2.) House to be WEATHER-TIGHT:

A.) windows and doors installed.
B.) roof must be installed.
C.) garage doors should be in.

3.) Check for notching, bracing and proper support of framing.

4.) Check for stud guards, FHA straps on top plates of exterior walls, or load bearing walls that have been drilled over 25%. Non-bearing walls up to 40% drilled.

5.) Fire-stopping must be in at this time.

6.) DO NOT INSULATE before rough-in inspection. If this is done you will have to remove all insulation before inspections will be done.

7.) Check for damaged or broken trusses.

8.) FIREPLACE MUST BE IN AT THIS TIME.

9.) Check for plumbing straps on all drains or vent pipes.

10.) All bathroom vents and hoses must be installed at this time.

11.) ORIGINAL CARDBOARD PERMIT TO BE POSTED AT THIS TIME.

FINAL
RESIDENTIAL

1.) Dwelling must be in move-in condition.
An approved final inspection is required prior to a Certificate of Occupancy being issued and prior to occupancy of structure by the home owner.

2.) ALL electrical, mechanical, and plumbing work must be completed and working.

3.) All decks and required landings are to be in place at this time.

4.) Crawl spaces shall not have standing water and must be reasonably dry.

5.) Smoke alarms are to be installed as required by the building code.

6.) Handrails and guardrails are to be installed as required by the building code.

7.) All flooring/finished walls, ceiling, all electrical, plumbing, mechanical fixtures in place and working at this time.

8.) Sidewalks/driveways in place per approved plans.

9.) Site grading/drainage features and erosion control completed, and required landscaping in place. (Weather permitting)

10.) All trim work and touch-up painting must be completed prior to this inspection.

11.) Final Inspection should be scheduled 3 to 5 working days prior to Builder/Client closing.

12.) There can not be anything moved into the living unit until this inspection has passed, all fees have been paid, and the Certificate of Occupancy has been issued.

Occupying a structure/dwelling before a passed final inspection will result in a
$2500.00 Fine

Contacts:

John C. (Jack) White (Building Commissioner)
City of Westfield
130 Penn St.
Westfield IN. 46074
(317) 896-5577

Ken Macy (Building Inspector)
City of Westfield
130 Penn St.
Westfield IN. 46074
(317) 896-5577

Paul Acord (Building Inspector)
City of Westfield
130 Penn St.
Westfield IN. 46074
(317) 896-5577

To: ALL CONTRACTORS AND BUILDERS
RE: BURNING ON CONSTRUCTION SITE

ARTICLE 87: 1997 UNIFORM FIRE CODE STATE OF INDIANA

8704.5 (COMBUSTIBLE DEBRIS) COMBUSTIBLE DEBRIS SHALL NOT BE ACCUMULATED WITHIN THE BUILDINGS. COMBUSTIBLE DEBRIS; RUBBISH AND WASTE MATERIAL SHALL BE REMOVED FROM BUILD-

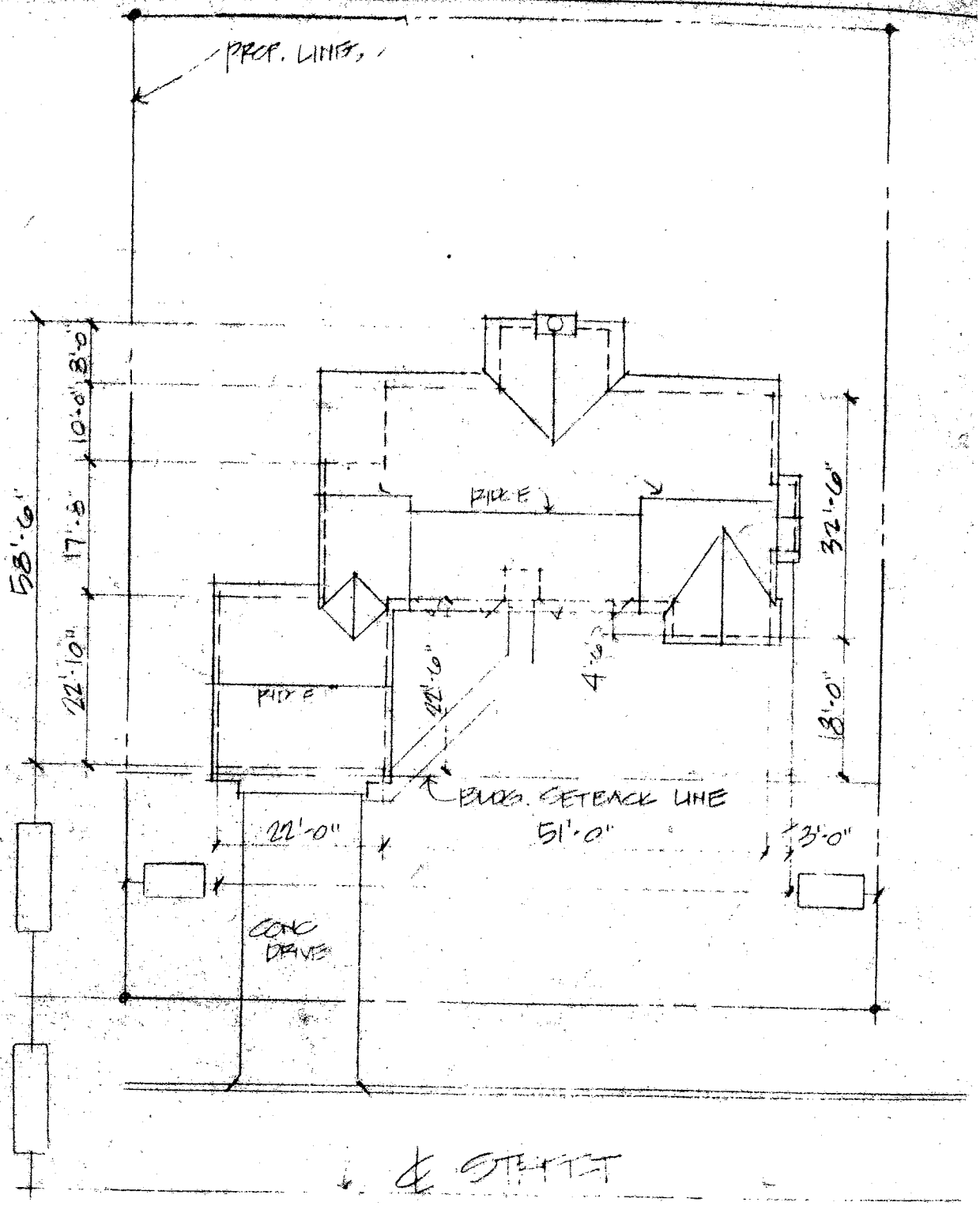
ING AS OFTEN AS PRACTICAL. COMBUSTIBLE DEBRIS, WASTE MATERIAL, AND TRASH SHALL NOT BE BURNED ON SITE UNLESS APPROVED BY A VARIANCE

VIOLATORS ARE SUBJECT TO LEGAL ACTION INCLUDING FINES

VARIANCES ARE CONSIDERED ON A CASE BY CASE BASIS AND APPROVAL MUST BE ATTAINED IN WRITING PRIOR TO THE BURNING OF ANY WASTE MATERIAL. FOR FURTHER INFORMATION REGARDING VARIANCES CONTACT:

Mr. David Rice
Dept. of Environment Management
Office of Air Management
P.O. Box 6015
Indianapolis, Indiana 46206-6015
Ph.(317) 232-8244

Gary Harling
Fire Marshall Division Chief of
Fire Prevention
17535 Dartown Road
Westfield, Indiana 46074
Ph. (317) 896-2704



TYP. SITE PLAN

NO SCALE

NOTE: ROOF PLAN ALSO SHOWN ON ABOVE DRAWING

Inspection Fees – Required permits shall be issued upon payment of inspection fees according to the following schedule. The following inspection fees shall be assessed for each site visit required for each stage of construction approval. Some or all of the following inspections may be required:

BUILDING INSPECTION FEES

INSPECTION TYPE		FEE
RESIDENTIAL	Minimum of four required inspections (*footing; *foundation or under-slab plumbing; *rough-in; and *final); inspection cost is in addition to permit cost. Detached accessory structures shall require footing and final inspections and other inspections as determined by the Director.	
*Footing		$50
*Foundation or under-slab plumbing		$50
Electrical – temporary		$50
*Rough-in		$50
*Final structure		$50
Final site		$50
All other inspections as determined by Director		$50
NONRESIDENTIAL (including agricultural)	Minimum of four required inspections (*footing; *foundation or under-slab plumbing; *rough-in; and *final); inspection cost is in addition to permit cost. Agricultural structures (those subject to permit requirements) shall require footing and final inspections and other inspections as determined by the Director.	
*Footing		$90
*Foundation or under-slab plumbing		$90
Electrical – temporary		$90
*Rough-in		$90
*Final structure		$90
Final site		$90
All other inspections as determined by Director		$90

The following fees shall also be assessed as warranted:

OTHER FEES	Residential	Nonresidential
Need duplicate permit card	$20	$20
Failure to Schedule Inspection	$250	
Failed inspection (e.g., no original permit on premises, no access to the structure, not ready for the inspector, inspection done, deficiencies remain)	See Chart Below	
Commencing construction without a permit or without a passed inspection (in addition to the inspection fee)	$400	$1,250
Occupying a structure without a Certificate of Occupancy	$2,500	$5,000

INSPECTION TYPE		RESIDENTIAL	COMMERCIAL
Footing	First Inspection	$50.00	$90.00
	Subsequent Inspections	See chart below	See chart below
Foundation	First Inspection	$50.00	$90.00
	Subsequent Inspections	See chart below	See chart below
Rough-In	First Inspection	$50.00	$90.00
	Subsequent Inspections	See chart below	See chart below
Final	First Inspection	$50.00	$90.00
	Subsequent Inspections	See chart below	See chart below

FAILED INSPECTION CHART		
	RESIDENTIAL	COMMERCIAL
1ST Inspection	$50.00	$90.00
2ND Inspection	$100.00	$180.00
3RD Inspection	$150.00	$270.00
4TH Inspection	$200.00	$360.00
5TH Inspection	$250.00	$450.00

NOTES:

1. For unusually large or complex buildings or structures, the number and types of required inspections shall be determined by the Director.

2. No concrete shall be placed for foundations without prior inspection.

3. No electrical, mechanical, or plumbing work shall be covered without prior inspection.

4. All inspection fees shall be paid to the City of Westfield prior to the issuance of a Certificate of Occupancy.

Building Permit Fees – Required permits shall be issued upon payment of Building Permit fees according to the following schedule:

BUILDING PERMIT FEES

PERMIT TYPE	FEE
AGRICULTURAL	
Agricultural/farm buildings which have major electrical, plumbing, sewage or water installations	$70+$0.07/SF
Agricultural/farm buildings which do not have major electrical, plumbing, sewage or water installations	No Fee
RESIDENTIAL	
Residential-single family, first 1000 SF	$400
Each additional SF	$0.07
Two-Family Dwelling	$400/DU
Each additional SF	$0.07
Tri-Quad Dwelling	$350/DU
Each additional SF	$0.07
Multi-Family (>4 units)	$250 + $75/unit + Inspections
Residential addition	$100+$0.07/SF + Inspections
Residential accessory buildings/structures Storage buildings, detached carports/garages, other accessory structures with foundations, in-ground pools	$100+$0.07/SF + Inspections
NONRESIDENTIAL (Commercial and Industrial)	
New construction and addition	$400+$0.10/SF + Inspections
Remodel	$125+$0.10/SF + Inspections
OTHER	
Certificate of Occupancy	$50
Demolition	$100
Building Relocation	$100/structure
Temporary Building	See note 7.

NOTES:

1. Square footage calculations shall be based on gross square footage of dwelling, including basement, attached garage and unfinished attic rooms.

2. Models and Displays – Offices, mobile homes, residences or apartments planned to be moved to other locations will be charged the same fee as permanent construction plus dismantling or moving fee.

3. No permit charges are made on distribution lines for oil, gas, water, electricity, telephone, cable television, fiber optic and other telecommunications.

4. An improvement that requires approval by the Indiana Department of Fire and Building Services shall also require a Building Permit to be issued by the City of Westfield, Community Development Department.

5. Additions to residential dwellings shall require Building Permits to be issued.

6. When a structure is moved from one location to another, within Washington Township, Hamilton County, Indiana, applicable fees shall be charged for removing the structure from its location. Building Permit fees shall be charged for the placement of the structure at its new location. To receive a Building Permit, all appropriate materials must be supplied to the Building Commissioner, as if the structure were being newly constructed.

7. Temporary Permit fees are based on a thirty (30) day period. All periods less than thirty (30) days shall be charged the full thirty- (30) day rate. (i.e., thirty-one (31) days equals two (2) thirty (30) day periods, sixty-one (61) days equals three (3) thirty (30) day periods).

   All temporary building permit fees are calculated by the base rate of $100, times the number of structures, times the number of months (maximum of three (3) months) ($100 X 1 structure X 3 months=$300).

Review Of Application – THE REVIEW PROCESS MAY TAKE UP TO TEN BUSINESS DAYS BEFORE APPLICATION IS APPROVED. Prior to the issuance of any building permit, the Building Commissioner, or duly authorized representatives, shall:

1. Review all building permit applications to determine compliance with the adopted construction standards.

2. Review all building permit applications for new construction or substantial improvements to determine whether proposed building sites will be reasonably safe from flooding.

3. Review building permit applications for new construction or substantial improvements within the floodplain area having special flood hazards to assure that the proposed construction (including prefabricated and mobile homes):

   a. Is protected against flood damage;
   b. Is designed (or modified) and anchored to prevent flotation, collapse, or lateral movement of the structure; and
   c. Uses construction methods and practices that will minimize flood damage.

Inspections – After the issuance of any building permit, the Building Commissioner shall make, or shall cause to be made, inspections of the work being done as are necessary to ensure compliance with the provisions of the adopted construction standards and the terms of the permit. Reinspections of work found to be incomplete or not ready for inspection shall be subject to additional fees as prescribed in this document.

Inspection Assistance – The Chief of the Fire Department, or designated representatives, may assist the Building Commissioner in the inspection of fire suppression, detection and alarm systems and may provide reports of such inspection to the Building Commissioner.

Entry – Upon presentation of proper credentials, the Building Commissioner or duly authorized representatives may enter at reasonable times any building, structure or premises in the City of Westfield and/or Washington Township to perform any duty imposed by this document.

Stop Work – Whenever any work is being done contrary to the provisions of this document, the Building Commissioner, or duly authorized representatives, may order the work stopped by notice, in writing, served on any persons engaged in the causing of such work to be done. Any such persons shall forthwith stop such work until authorized by the Building Commissioner, or duly authorized representatives, to proceed with the work.

Certificate Of Occupancy – No certificate of occupancy for any building or structure constructed shall be issued unless such building or structure was constructed in compliance with the adopted construction standards. It shall be unlawful to occupy any such building or structure unless a full, partial, temporary or conditional certificate of occupancy has been issued by the Building Commissioner.

Workmanship – All work on the construction and alteration of buildings and other structures shall be performed in a good and workmanlike manner according to accepted standards and practices in the trade.

Violations – It shall be unlawful for any person, firm or corporation, whether as owner, lessee, sub-lessee, or occupant, to erect, construct, enlarge, alter, repair, improve, remove, convert, demolish, equip, use, occupy or maintain any building or structure, in the City of Westfield or cause or permit the same to be done, contrary to or in violation of the provisions of this document.

Right Of Appeal – All persons shall have the right to appeal any order of the Building Commissioner first through the City Council of the City of Westfield and then to the Fire Prevention and Building Safety Commission of Indiana in accordance with the provisions of IC 22-13-2-7 and IC 4-21.5-3-7.

Remedies – The Building Commissioner shall, in the name of the City of Westfield, bring actions in the Circuit or Superior Courts of Hamilton County, Indiana, for mandatory and injunctive relief in the enforcement of and to secure compliance with, any order(s) made by the Building Commissioner. Any such action for mandatory or injunctive relief may be joined with an action to recover the penalties provided for in this document.

Penalties – Any person, firm or corporation which fails, refuses, or neglects to obey any provision of this code shall be fined an amount not less than twenty-five dollars ($25), nor more than three hundred dollars ($300). Each day each violation exists shall constitute a separate offense.

Westfield Public Works
2706 E 171st Street
Westfield, IN 46074
Office (317) 896-5452
Fax (317) 867-0202

Project Information Sheet

Contacts:

Project Engineer:_____
Address:_____
City, State & Zip_____
Contact Person_____ **Phone:**_____

Project Developer or Owner:_____
Address:_____
City, State & Zip_____
Contact Person_____ **Phone:**_____

Project Specifics: **Project Name:** _____

Subdivisions

Section Number: _____
Number of Lots: _____
Pool House (sf): _____
Pool Area (sf): _____
Pool Deck Area (sf): _____

Other Projects (i.e. commercial, retail, medical offices, schools, townhomes, etc.)

Please fill in the appropriate information for your project.

Office: Sf:_____ No. of employees: _____
Warehouse: Sf: _____ No. of employees: _____
Medical: Sf: _____ No. of Dr's _____ No. of Nurses _____ No. of Support Staff _____
Retail: Sf: _____ No. of employees: _____
Food Service or Restaurant: Sf: _____ No. of seats: _____
Church: Sf: _____ No. of Sanctuary Seats: _____
School: Sf: _____ No. of Students: _____
Dentist: Sf: _____No. of chairs_____ No. of Dentists_____ No. of Support Staff_____
Multifamily Building: No. of 1-bedroom units_____
No. of 2-bedroom units_____
No. of 3-bedroom units_____

To avoid delays in the permit process please complete and forward to the Public Works Department the same day you apply for your building permit at City Hall. All fees must be paid before the building permit will be released.

WESTFIELD PUBLIC WORKS

EROSION & SEDIMENT CONTROL PERMIT APPLICATION FOR RESIDENTIAL AND COMMERCIAL LOTS

Development/Subdivision: _____

Lot #:_____ **Property Address:** _____

Applicant's Name: _____
Address: _____
Phone: (___) _____
Fax: (___) _____
Contact Person: _____
Cell Phone: (___) _____

Contractor/Builder: _____
Address: _____
Phone: (___) _____
Fax: (___) _____

Type of Lot: ( ) Residential <2 Acres
( ) Residential >2 Acres
( ) Commercial

Acreage: _____
Acreage: _____

Trained Individual in Charge of the Stormwater Pollution Prevention Program

Name: _____ Address: _____ Phone #: _____
Qualifications: _____

The individual lot operator is responsible for installation and maintenance of all erosion and sediment control measures until the site is stabilized. See Ordinance 06-16 for further details.

_____
Signature of Applicant

_____
Date

_____
Title

_____
Contact Phone

You must contact Westfield Public Works (317-896-5452) after your erosion control is installed but at least 48 hours before you intend to begin earth moving activities to allow our inspector time to check your erosion control placement.

*****Office Use Only*****

Permit #: _____ Check #: _____

Date Received by EC Inspector: _____ Plans Reviewed by: _____

Approved by: _____ Date: _____

Notes: _____

Comprehensive Fees Chart

All fees are assessed by the Westfield Public Works Department (WPWD).

WATER

Connection Fee (Per EDU)	$500.00
Availability Fees (Per EDU)	$1,800.00
Permit Fee	$300.00

WASTEWATER

Connection Fee (Per EDU)	$1,200.00
Availability Fees (Per EDU)	$3,500.00
Permit Fee	$300.00

ROAD IMPACT

	as of June 2007
Single Family Resident	$1800/residence
Commercial and Industrial	$188/trip

FEES

1. The calculations and collection of water availability and connection fees for residential and commercial projects are different in many ways. Residential developments and commercial developments availability fees are one thousand eight hundred dollars ($1800) per equivalent dwelling unit (EDU) with a connection fee of five hundred ($500) per EDU, per Ordinance 07-14. The assigned number of EDU's for the various land uses shall be determined by the use of Table 11-1 of 327 IAC 3-6-11 as applicable. Availability fees shall be paid in full prior to start of construction for developments and availability fees for individual properties not part of a larger development shall be paid at the time of the Water and Sewer Application prior to installation. Connection fees are required to be paid in full during the filing of the Water and Sewer Application. Building permit applications will not be issued until all fees are paid in full. Water permits are required under 327 IAC 8-3-7 (10) water infrastructure. The fee associated with the permit is to be paid by the developer ($300.00 check made payable to the City of Westfield Public Works) and submitted with the application and plans to the Westfield Public Works Department.

2. The calculations and collection of sanitary sewer availability and connection fees for residential and commercial projects are different in many ways. Residential developments and commercial developments availability fees are three thousand five hundred dollars ($3500) per equivalent dwelling unit (EDU) with a connection fee of one thousand two hundred ($1200) per EDU, per Ordinance 06-43. The assigned number of EDU's for the various land uses shall be determined by the use of Table 11-1 of 327 IAC 3-6-11 as applicable. Availability fees shall be paid in full prior to start of construction for developments and availability fees for individual properties not part of a larger development shall be paid at the time of the Water and Sewer Application prior to installation. Connection fees are required to be paid in full during the filing of the Water and Sewer Application. Building permit applications will not be issued until all fees are paid in full. The fee associated with Sewer Application submittal is to be paid by the developer ($300.00 check made payable to the City of Westfield Public Works) and submitted with the application and plans to the Westfield Public Works Department.

3. Road impact fees are also calculated and collected for residential and commercial projects during different times from preconstruction thru post-construction. Fees for residential developments are one thousand eight hundred dollars ($1800) per residence and are paid prior to receiving a building permit for each lot within the development. Road Impact fees for commercial projects are calculated based off the proposed uses for the development and are required to be paid in full prior to start of construction.

4. Inspection fee Ordinance 05-25 covers inspection fees. Ordinance 07-04 covers Plan review, Rezone and PUD fees and are calculated based off the number of sheets submitted for the final approved construction plans and developers shall be responsible to pay all plan review fees as invoiced by the Westfield Public Works Department **before any review** of the project shall commence.
Below is a list of the required plan review fees:

Number of Sheets	Rezone	PUD	Review Fee	Re-Review Fee
1 to 20	$250.00	$1,325.00	$1,325.00	$150.00
21 to 40	$300.00	$1,590.00	$1,590.00	
41 to 60	$350.00	$1,855.00	$1,855.00	
61 to 80	$400.00	$2,120.00	$2,120.00	
Each additional 20 sheets	$450.00	$265.00	$265.00	

An additional fee of $300.00 shall be imposed for the erosion and sedimentation control plan submitted with Primary, Secondary and Construction plan review.

Fire service plans submitted for review shall be assessed a $265.00 review fee and $250 application fee..

Inspection fees for projects will be estimated for the developer based off the construction plans submitted. Actual inspection fees will be based from actual inspection time in the field for the development of the project. Table A1 of Ordinance 05-25 lists inspection types and fees.

5. Encroachment Specification Ordinance permits and fee requirements, in regards to development and construction, will be waived within the boundaries of the proposed development during construction. Permits pertaining to requirements associated with the developments outside the boundaries of the proposed development will require permit application. Refer to the Encroachment Specification Ordinance for applicable fees.

City of Westfield, INDIANA
APPLICATION FOR ENCROACHMENT

City of Westfield
Public Works Department
2706 E. 171st Street

Date of Application:_____

PERMIT NUMBER: _____
FEE:_____

The Permittee hereby requests permission to encroach on the following public right-of-way: street, sidewalk, alley, or other public place at the described location. Applicant shall submit **one original** application with plans attached either in person, or by mail. No verbal transmissions will be accepted. Facsimile transmissions will be accepted only at the approval of the Director or his representative. The approved permit is to be picked up personally by applicant. Call (317) 896-5452 if there are any questions concerning the above procedures or to purchase copies of Encroachment Standards Ordinance.

Name of Prime Contractor/Utility (Permittee) _____

_____
Street Address City, State & Zip Code Telephone

Name of Sub-Contractor performing work _____

_____
Street Address City, State & Zip Code Telephone

Street/Road Name and Address of work _____

Sub-Division _____

Location of Work Street [] Alley [] Sidewalk [] Shoulder/Bern [] **Type:** Cut [] Bore []Trench [] Other []

Type of construction: WATER GAS ELECTRIC TELEPHONE CATV SEWER OTHER_____
New Construction [] Existing Construction []

Please describe work proposed: _____
_____

IUPPS Number: _____

SIZE OF STREET OR RIGHT-OF-WAY CUT

Traffic Lanes: Length____ Feet Width____Feet Depth Within Traffic Lanes____Feet

Sidewalk: Length____Feet Width____Feet Depth Within Sidewalk____ Feet R/W _____ Feet

Circle Surface: CONCRETE ASPHALT ASPHALT OVER CONCRETE BRICK
ASPHALT OVER BRICK GRAVEL-DIRT
OTHER (explain) _____

Total Width of Traffic Portion of Street or Road Affected by Permit____ feet

No. of Traffic Lanes____ No. of Traffic Lanes to be Closed _____ Hours Closed _____ Length _____ Feet

Are construction vehicles/equipment to be left on site unattended? Circle: YES NO (If yes, refer to Items 4 and 5)

Length of time unattended: _____ # of weekdays _____ weekends

ESTIMATED DATE OF COMPLETION:_____

(Signature required on back)

TERMS AND CONDITIONS FOR ENCROACHMENT PERMIT

1. It is understood that any permit by virtue of this request is revocable at the pleasure of the City of Westfield and that the same shall be voided if the following terms and conditions are not fulfilled by the Permittee. The Permittee hereby agrees to observe all requirements of the Encroachment Standard Ordinance and comply with the conditions set forth by the MUTCD Rulings and Revisions.
2. The undersigned shall notify the Director or his representative a minimum of 72 hours prior to the time that work is to be performed. The undersigned will furnish placards identifying equipment, flashers, barricades, and/or other warning devices at the construction site. When two-way traffic is confined to one lane, flagging personnel shall be required. Permittee must follow Chapter XVII of Title 29,Code of Federal Regulation, Part 1926 Know as Safety & Health Regulation for Construction
3. In cases where the work authorized by the permit will cause major interference with traffic flow on streets, Permittee shall provide a uniformed traffic officer when requested by the Director or his representative to provide traffic control at the construction site. Work shall not be performed on any major arterials, streets, and thoroughfares during rush hours or peak hours of vehicular traffic flow, unless in case of emergencies.
4. The Permittee shall not create a hazardous or unsafe situation at construction sites, which would cause injury or damage to vehicular and pedestrian traffic. The Permittee shall not leave unattended open cuts unprotected overnight or during weekend periods. Permission to use temporary steel plates or any authorized substitutes shall be requested at open cuts or construction sites. The Director or his representative shall be notified of these steel plates or substitutes by the Permittee.
5. All construction equipment and/or vehicles left unattended for any length of time shall be parked in locations as to not create hazardous and unsafe situations to vehicular and pedestrian flow. The construction equipment and/or vehicles shall be parked in such a manner as to not restrict sight distance to vehicular traffic.
6. The Permittee shall hold harmless and indemnify the City of Westfield from, for and against any claim of any person in tort, contract, or otherwise arising out of the act or omissions of the Permittee, their agents, representatives, servants, contractors, and the latter's subcontractors, whenever such acts or omissions or any rights or performance or exercise thereof, of the Permittee arise under this permit from alteration, modernization, replacement, operation, maintenance, change or removal of any part or portion of the public right-of-way, or facility thereof.
7. The Permittee shall stipulate the type of materials and method of repair utilized to close any open cuts, subject to the Director or his representative's approval.
8. The Permittee shall begin work within 45 working days from the date of application approval, and work must be completed within 60 working days of the application approval. Any construction and/or work not completed by this date shall be grounds to nullify and void this permit. Re-application would then be necessary
9. The Permittee shall be required upon completion of construction and/or work to notify the Director or his representative for inspection and verification. The construction and/or work shall be inspected prior to being accepted by the City of Westfield as being complete. The Director or his representative shall perform the inspection.
10. Upon the completion of all open street cuts, permanent patches shall be in place no later than 20 working days from the temporary patch inspection date. Any construction work or repair measures utilized to close any open cuts made under this permit that are found to be unsatisfactory shall be corrected within 10 working days by the Permittee. The Permittee shall be responsible to maintain and repair any and all open cuts granted by this permit for a period of one year upon final acceptance, unless the City of Westfield and/or other utilities, contractors, or subcontractors or other parties remove, damage, modernize, replace, change any part or portion of the public right-of-way or facility or thereof granted under this permit.
11. Upon Completion/Acceptance by Director or his Representative. As builds must be provided (print and CD form) within 30 days of completion.

Signature of Applicant _____ Title _____ Date _____

Printed Name _____

Company Name _____ Telephone Number ( ) _____

For Office Use Only:

Traffic Control Personnel: YES NO Uniform Police: YES NO Number of Personnel Necessary: _____

Steel Plates or any other authorized substitute to be used? Circle: YES NO (If yes refer to Item 4)

Type of materials and methods used to close or repair open cuts shall conform to Attachment A. If another method has been pre-approved, please list below:

_____

_____

_____ _____

Director/or his representative Date Approved

Public Works Department (317) 896-5452: Permit Records and Inspections

Work Completed Date: _____

INSPECTORS

Final Inspection:_____ Time:_____

Permit Complete: Time: