

Westfield Community Development Department

Building Department

Building Permit Packet

COMMERCIAL

CITY OF WESTFIELD COMMUNITY DEVELOPMENT DEPARTMENT

BUILDING PERMIT PACKET

COMMERCIAL

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FOR OFFICE USE:

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



IMPROVEMENT LOCATION PERMIT APPLICATION

City of Westfield - Washington Township, Indiana
 Department of Community Development - Building Inspections
 2728 East 171st Street, Westfield, IN 46074
 Tel. (317) 804 - 3170 Fax. (317) 804 - 3181 Email: community@westfield.in.gov

LOCATION OF PERMIT ACTIVITY:

Lot Number: _____ in Section _____ of _____

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 If Public / Name of System: _____
 Private System If Private / Well Permit Number: _____

Type of Sewage Disposal: Public System If Public / Name of System: _____
 Private System If Private / Septic Permit Number: _____

Current Zoning Classification 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: _____ Date: _____

If yes, flood zone description: _____

INTENDED / PROPOSED USE:

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

FOR OFFICE USE:

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



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 Tel. (317) 804 - 3170 Fax. (317) 804 - 3181 Email: community@westfield.in.gov

BUILDING / CONSTRUCTION INFORMATION: FOR OFFICE USE ONLY

<u>Dimensions</u>	<u>Reqd by Ord.</u>	<u>Submission</u>	<u>Compliance?</u>	
Lot Frontage:	_____	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Lot Width:	_____	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Lot Area	_____	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
1st Floor Living Area:	_____	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2nd Floor Living Area:	_____	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Min. Building Height:	_____	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Max. Building Height:	_____	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Total SqFt (incl basem.):	_____	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Front Yd Setback:	_____	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Rear Yd Setback:	_____	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Side Yd Setback:	NE: * _____ SW: * _____	NE _____ SW _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Type of Heating Fuel:	<input type="checkbox"/> Electric <input type="checkbox"/> Gas	<input type="checkbox"/> Geo Ther. <input type="checkbox"/> Oil	<input type="checkbox"/> Solar	<input type="checkbox"/> Wood
Type of Water Heat:	<input type="checkbox"/> Electric <input type="checkbox"/> Gas	<input type="checkbox"/> Geo Ther.	<input type="checkbox"/> Solar	
Fireplace:	<input type="checkbox"/> Electric <input type="checkbox"/> Gas	<input type="checkbox"/> Wood <input type="checkbox"/> Other		
Central A/C:	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Basement:	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Roof Truss, Manufactured:	<input type="checkbox"/> Yes <input type="checkbox"/> No			
WPW Erosion Ctrl Permit:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Permit Number: _____		
Type of Frame:	<input type="checkbox"/> Masonry <input type="checkbox"/> Metal	<input type="checkbox"/> Post/Beam <input type="checkbox"/> Wood	<input type="checkbox"/> Other	

REQUIRED ATTACHMENTS:

<p>Properties within City Limits:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Legal Description of Property <input type="checkbox"/> Two sets of site plans showing the following: <ul style="list-style-type: none"> <input type="checkbox"/> Property Lines on all sides. <input type="checkbox"/> Location of existing structures on property with dimensions to property lines. <input type="checkbox"/> Size of existing structures. <input type="checkbox"/> Location of right-of-way, drainage and utility easements where applicable. <input type="checkbox"/> Subdivision lot number / street address. <input type="checkbox"/> Two sets of blueprints of the work showing: <ul style="list-style-type: none"> <input type="checkbox"/> Foundation Plan. <input type="checkbox"/> Floor plan(s) of each floor showing window locations, door locations, etc. <input type="checkbox"/> Cross section drawing of structure showing footing through shingles denoting sizes or thickness of all members used in construction. <input type="checkbox"/> Elevations: All four sides <input type="checkbox"/> All plans / drawings must be to scale. <input type="checkbox"/> WPWD Confirmation / Erosion Control Permit 	<p>Properties in Washington Township:</p> <p><i>These items must be include and are in addition to the prior list of documentation for the City:</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Hamilton County Health Department approval stamp on all floor plans. <input type="checkbox"/> Septic system permit and well permit (new construction only !): from: <ul style="list-style-type: none"> <input type="checkbox"/> Hamilton County Health Department, or <input type="checkbox"/> Hamilton Western Utilities, or <input type="checkbox"/> Proof of connection to State approved private utility. <input type="checkbox"/> Driveway cut application from Hamilton County Highway Department. <input type="checkbox"/> WPWD Confirmation / Erosion Control Permit
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CITY APPROVALS:

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

DOCUMENTATION & FEES:

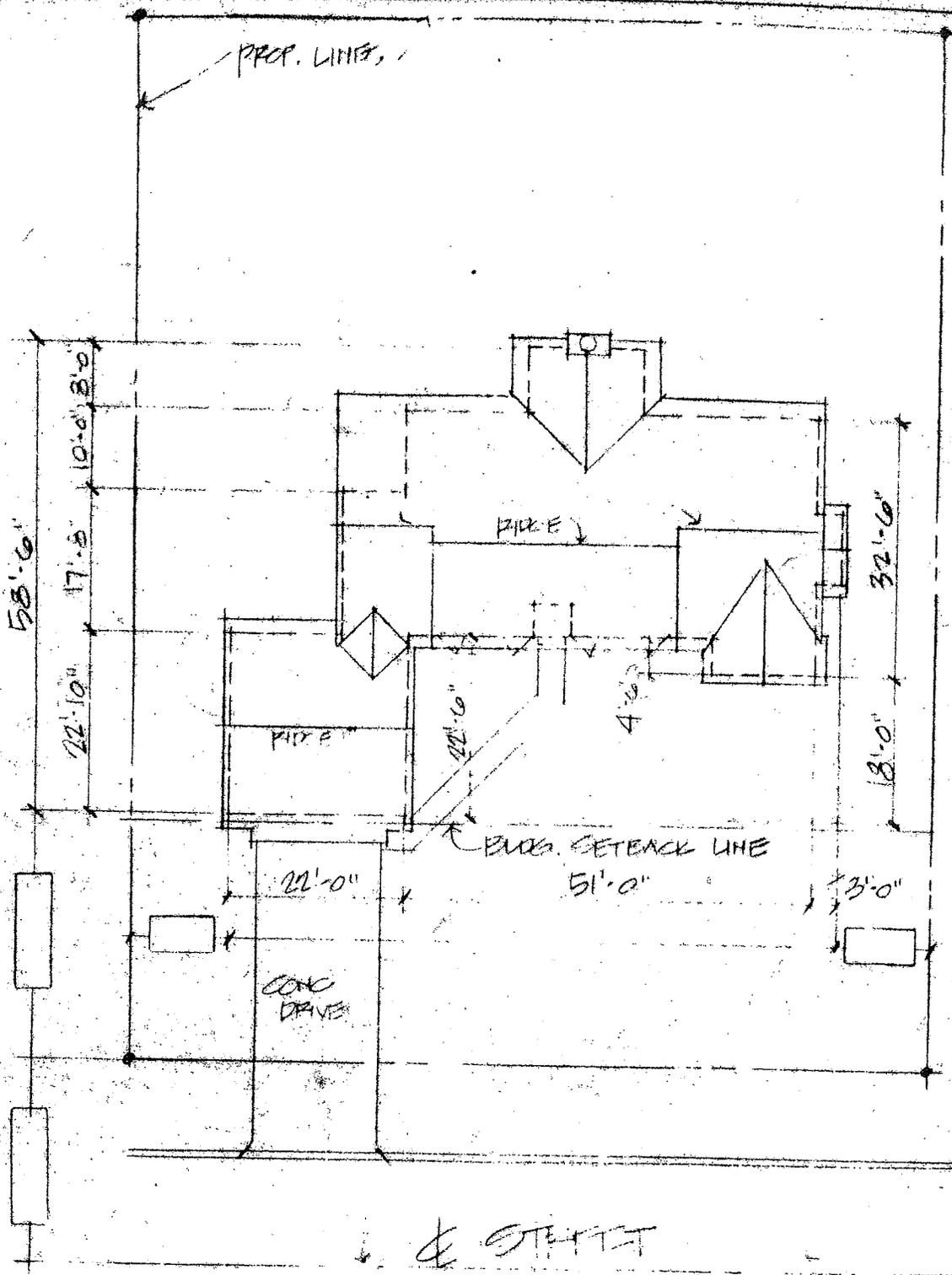
ILP Fee: _____
 Road Impact Fee: _____
 Park Impact Fee: _____
 Water Fee: _____
 Sewer Fee: _____
 Inspection Fee(s): _____
 Irrigation Fee(s): _____

City Construction Approval: _____

State Release # : _____

WPWD Erosion Permit: _____





TYP. SITE PLAN NO SCALE
 NOTE: ROOF PLAN ALSO SHOWN ON ABOVE DRAWING

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

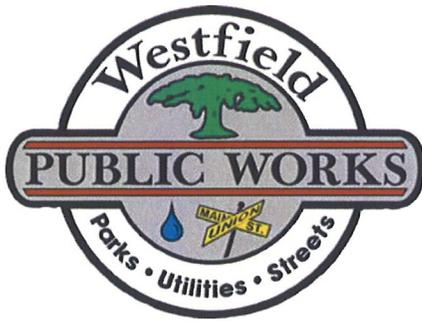
WASTEWATER

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:

<u>Number of Sheets</u>	<u>Rezone</u>	<u>PUD</u>	<u>Review Fee</u>	<u>Re-Review Fee</u>
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: _____