

Multi-family Residential

Building Permit Application

Contact: Administrator (317) 258-8046, dluzier@INcodecrafters.com



This application packet is for multi-family residential building permits, including:

- **New Multi-family Structure** – For structures with three dwelling units or more. Development Plan approval from the Delphi Plan Commission is required prior to issuance of a building permit.
- **Addition to a Multi-family Structure** – includes additions to existing primary and accessory structures.
- **Remodel** – includes remodeling, structural modifications, electrical work, plumbing, HVAC, new roofs, new windows, new siding, etc.
- **Electrical Only** – includes new service, reinstatement of service, and service upgrades.
- **Accessory Structure** – includes sheds, decks, garages, fences, and any other types of structures greater than 50sqft in area intended for use on a multi-family development site. Also includes modifications or additions to existing accessory structures.
- **Construction Trailer** – includes temporary trailers for sales and/or on-site construction.
- **Signs** – includes all permanent sign types.
- **Demolition** – the tearing down or removal of structures with utility connections.
- **Fire Repair**– includes all work necessary to repair a structure after fire damage has occurred.

STEP 1: Submittal

For Multi-family Residential permits, the City of Delphi issues one single blanket permit that covers all trades. Individual tradesman will not be issued separate permits. Please coordinate your submittal accordingly. If you have any questions about the permit process, the application, or what to submit, please feel free to contact the administrator at (317) 258-8046.

Applications may be submitted electronically by email.

- **Email** – **(FASTEST!)** Applications must be submitted electronically to dluzier@INcodecrafters.com. The application and one copy of each of the attachments must be merged into one single pdf attachment in the order outlined on the following Submittal Checklist.

Submittal Checklist

Refer to page 3 of this packet for a detailed explanation of each item to be submitted.

	New Multi-family Structure	Addition	Remodel or Fire Damage Repair	Electrical Only	Accessory Structure
1. Application	✓	✓	✓	✓	✓
2. Full State Construction Design Release	✓	✓	✓		
3. Carroll County Health Department Approval (food, kitchen, and pools)	✓		✓		
4. Site Plan	✓	✓	✓		✓
5. Erosion Control Plan	✓	✓			✓
6. Construction Plans including HVAC, Plumbing, and Electrical Layout	✓	✓	✓		✓
7. Dimensioned Elevations and/or Renderings	✓	✓			✓
8. COMCheck Compliance Certificates (electrical; mechanical; interior lighting and power)	✓	✓	✓		
9. State Variance Approval (if applicable)	✓	✓	✓		
10. Inspection Estimate Form	✓	✓	✓		✓
11. Overall Building Layout Plan for the Development	✓				

For Multi-family permits, the City of Delphi issues one single blanket permit that covers all trades. Individual tradesman will not be issued separate permits. Please coordinate your submittal accordingly.

Submittal Details

If you have any questions about the application or what to submit, please feel free to contact the administrator at (317) 258-8046.

- **Application Page.** Fill out all applicable fields completely.
 - **Alternate ID Number** – This 10-digit identification number is required on ALL permit applications and can be found on the Carroll County GIS website. You can do a search by address or zoom in on the parcel and obtain the detailed information.
- **Full State Construction Design Release.** Including fire suppression if applicable. Contact: Indiana Department of Homeland Security, www.in.gov/dhs.
- **Carroll County Health Department Approval.** If the project involves a swimming pool or food service, include a permit of approval from the Health Department (765) 564-3420.
- **Site Plan.** A copy of the site plan drawn to scale and dimensioned, showing exactly where the proposed structure is to be located. For a new structures or addition to an existing structure, the site plan must be prepared by a registered professional surveyor and will need to show utility mains and lateral connections, drainage, and spot elevations. In addition, Development Plan approval from the Delphi Plan Commission is required prior to issuance of a building permit
- **Erosion Control Plan.** A plan showing the measures to prevent erosion, contain sediment control, and drainage.
- **Construction Plans.** Building plans drawn to scale including HVAC, plumbing, and electrical layouts.
- **Dimensioned Elevations and/or Renderings.** For structures, provide detailed illustrations of the front, back, and sides of the structure. For signs, provide illustrations of the proposed sign, drawn to scale, and dimensioned. For wall signs, include an elevation of the building façade showing the location of the sign as well as the length and height of the building facade
- **Energy Efficiency Certificate.** This is a COMcheck energy code compliance report that helps ensure structures meet the requirements of the energy efficiency building codes.
- **State Variance Approval.** Submit a copy of any building code variances approved by the State.
- **Inspection Estimate Form.** Indicate the estimated quantity of each inspection that will be needed for the project. Additional inspections will be charged the respective rate. Such fees will be collected prior to a subsequent inspection, final inspection, or the issuance of a Certificate of Occupancy at the Administrator’s discretion.
- **Building Layout Plan.** Submit a one-page, basic site plan that numbers each building and lists the following information for each structure:
 - Building “number” for each structure
 - Area of each building (square feet)
 - Number of units in each building (if applicable) – number of units with 1 bedroom, 2 bedrooms, etc.
 - Respective floor plan name/number for each building (if applicable)

Permit Fees and Other Fees

- **Permit Fees** are based on the type of permit applied for as well as the required inspections. **Fees are not paid until the permit has been issued and is ready for pick up.**
- **Failed Inspections or Multiple Inspections** will be assessed a respective re-inspection fee. Such fees will be collected prior to a subsequent inspection, final inspection, or the issuance of a Certificate of Occupancy at the Administrator’s discretion.
- **Questions** about inspections or code requirements can be directed to the Administrator at (317) 258-8046.

Base Fees and Site Plan Review Fees

- New Multi-family Structure or Addition\$450
- Accessory Structure\$150
- Remodel\$150

Inspection Fees

- Temporary or Permanent Electric.....\$150
- Footing or Slab/Foundation\$150
- Rough-in (Framing, Electric, HVAC, & Plumbing)\$300
- Rough-in Framing only\$150
- Rough-in Electric only\$150
- Rough-in HVAC only\$150
- Rough-in Plumbing only\$150
- Insulation\$300
- Final Inspection with Certificate of Occupancy.....\$450
- Other\$150

Permit Application

This application is being submitted for (check all that apply):

- New Structure Construction Trailer
 Addition Fire Damage Repair
 Electric ONLY Accessory Structure
 Remodel _____

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

Date Application is Submitted:	Is sewer/water service secured?	Is a new driveway required?	State CDR #:
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Applicant and Contact Information

Name of applicant:	
Address of applicant (street, city, state, zip):	
Contact person for the permit:	
Contact phone:	Contact email:

Contractor and Contact Information

Name of contractor:	
Address of contractor (street, city, state, zip):	
Contact person:	Contact phone:

Location Information

Address of location to be improved (street, city, state, zip):		
Subdivision:		Lot #:
10-digit Parcel number:		
TOTAL structure area or area of work (sqft):		
Living area:	Garage area:	other:
Approximate total construction cost:		

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: _____

Notice of Demolition

Prior to demolition, certain inspections are required relating to discontinuing the use of public sewer, public water, private wells, private septic systems, and fuel tanks. The permit holder is responsible for requesting all applicable inspections. Failure to obtain all applicable inspections could result in a zoning violation.

The City of Delphi and the Carroll County Health Department must perform an inspection prior to demolition. In order to approve the Demolition Permit, the applicant is required to sign this form and obtain the signatures of the individuals listed below. Include this completed form with all appropriate signatures when you submit your application for a Demolition Permit.

Date of Application:

Applicant and Contact Information

Name of Applicant:	
Address of Applicant:	
Contact Person for the Permit:	
Contact Phone:	Contact Mobile:
Contact Email:	

Demolition Site Information

Address of Demolition:		
Subdivision:	Section #:	Lot #:
Tax Parcel ID#:		
Type of Structure(s) to be Demolished:		

Discuss your demolition project and obtain signatures for applicable utilities prior to submitting your application.

1. **Public Water:** City of Delphi Water Utility: Craig Myer (765) 564-3944

Signature: _____

2. **Public Sewer:** City of Delphi Wastewater Utility: Dick VanSickle (765) 564-2313

Signature: _____

3. **Septic, Wells, or Storage Tanks:** Representative: *Carroll County Health Department, Environmental Health Division* (765) 564-3420

Signature: _____ Printed Name: _____

I assert that I am the property owner, or the authorized and lawfully appointed agent of the owner(s), that I have express authority and permission from the owner(s) (and anyone with a recorded interest or other interest in the property), to take this requested action, and that I agree to indemnify and hold harmless the City of Delphi from any claim, lawsuit, demand, or damages whatsoever arising out of, or as a result of this request or the actions of the City of Delphi regarding the same.

Signature of Applicant _____

Date: _____

Inspection Estimate Form

Use the form below to estimate the quantity of each inspection that will be needed for the project.

Additional inspections and failed inspections will be assessed a respective re-inspection fee. Such fees will be collected prior to a subsequent inspection, final inspection, or the issuance of a Certificate of Occupancy at the Administrator's discretion.

This application is being submitted for (check all that apply):

- New Structure
 Construction Trailer
 Addition
 Remodel, Tenant Build-out, Fire
 Electric ONLY
 Accessory Structure _____
 Swimming Pool
 Sign
 Wireless
 Solar
 Wind
 Other _____

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