



Improvement Location Permit Application

City Hall, 1 North Locust Street, Greencastle, IN 46135

1. Owner/Contractor:

Owner:

Name: _____

Address: _____

Phone Number: _____

Fax Number: _____

Contractor:

Name: _____

Address: _____

Phone Number: _____

Fax Number: _____

2. Location Information:

Address of Property: _____

Zoning Classification: _____

Subdivision: _____

Lot & Parcel #: _____ / _____

3. Use of Property:

Existing Use of Building and/or Land _____
(Please list number of units for multi-tenant facilities, including residential)

Proposed Use of Building and/or Land _____
(Please list number of units for multi-tenant facilities, including residential)

4. Type of Construction Activity:

Nature of Structure (Principal, Accessory, Etc.)(if Appropriate) _____

Nature of Land Alteration (if Appropriate) _____

Type of Construction Activity _____

5. Supplemental Information:

Height of Structure: _____ Gross Floor Area (if applicable): _____

Value of Construction: _____ Living Area (if applicable): _____

6. Required Supplemental Information:

The following information must be provided as elements of the Improvement Location Permit Application:

- Site Location Map
- Site Plan (if applicable)
- Waste Disposal Verification (if applicable)
- Driveway Approval (if applicable)
- I hereby certify that there are no restrictive covenants OR
- Use Description
- Dwelling Units/Tenant Spaces (if applicable)
- Building Permit (if applicable)
- Flood Hazard Area information (if applicable)
- Covenants Attached.

I certify that the information contained on this form is complete and accurate and the required supplemental information listed above has been provided.

Signature of Applicant: _____ Date: _____

Office Use Only

Application #: _____ Date Received: _____ Fee: _____ Released for Construction:

Building Commissioner Yes No

Structural Details (This section contains information for commercial and residential permits. Complete all that apply)

A. SIZE OF STRUCTURE

1. Length: Feet _____
Width: Feet _____
2. Number of stories above street level _____
3. Basement yes no
4. Crawlspace yes no
5. Slab yes no
6. Total Floor Area including basement _____
7. Height of structure _____
8. No. of Bedrooms _____
9. No. of Bathrooms _____
10. Attached Garage yes no

B. PRINCIPAL TYPE OF FRAME

1. Masonry (wall bearing)
2. Wood frame
3. Structural Steel
4. Reinforced Concrete
5. Other - Specify _____

C. HVAC

Heating

1. Gas
2. Oil
3. Electricity
4. Other - Specify _____

Air Conditioning

1. Gas
2. Oil
3. Central/Electric
4. Individual room a/c
5. None

D. TYPE OF SEWAGE DISPOSAL

1. City
2. Private (septic tank, etc.)

E. TYPE OF WATER SUPPLY

1. City
2. Individual Drilled Well

F. ELECTRIC

1. _____ amp Service

F. FIRE SUPPRESSION

1. Sprinklers
2. Other - Specify _____
3. None

G. PERMIT REQUESTED FOR:

(Check as many as apply)

1. One-family Residential
2. Two-family Residential
3. Multi-family (No. of units _____)
4. Accessory Structures (Garage, Carport, Mini-barn, etc.)
5. Mobile Homes/Temporary Structures
6. Electrical Service
7. Temporary Pole
8. Roof
9. Zoning only (2-mile fringe)
10. Additions/Alterations
11. Commercial

H. FLOOD ZONE

FEE CALCULATIONS

Commercial

- * COMMERCIAL CONSTRUCTION BASE FEE (\$180.00) = _____
- * TOTAL SQUARE FEET _____ x \$.05 = _____
- * LARGE COMPLEX (Add \$90.00) = _____
- * WAREHOUSE, STORAGE, INDUSTRIAL (\$120.00) = _____
- * TEMPORARY POLE (\$30.00) = _____
- * EARLY ELECTRICAL SERVICE (\$30.00) = _____
- * CERTIFICATE OF OCCUPANCY (\$10.00) = _____

TOTAL FEE

Residential

- * SINGLE FAMILY BASE FEE (\$120.00) = _____
- * TOTAL SQUARE FEET _____ - 1000 SF x \$.05 = _____
- * MULTIFAMILY BASE FEE (# OF UNITS X 90.00) = _____
- * TOTAL SQUARE FEET _____ x \$.05 = _____
- * ELECTRICAL UPGRADE/TEMPORARY POLE (\$30.00) = _____
- * ACCESSORY STRUCTURES (\$30.00) = _____
- * MOBILE HOME/MANUFACTURED HOME (TYPE III)(\$30.00) = _____
- * TEMPORARY STRUCTURE (\$30.00) = _____
- * ADDITIONS/ALTERATIONS (\$90.00) = _____
- * CERTIFICATE OF OCCUPANCY (\$10.00) = _____

TOTAL FEE