

CHECKLIST FOR COMMERCIAL BUILDING PERMIT

MONROE COUNTY BUILDING DEPARTMENT

501 N. Morton St RM.220, Bloomington, Indiana 47404

Phone Number: (812) 349-2580 FAX: (812) 349-2967

RECORDED DEED(COPY) or RECORDED LAND CONTRACT: This document *MUST* carry the stamp of the Monroe County Recorder. Copies of deeds are available in the MONROE COUNTY RECORDER'S OFFICE, Room 122. 349-2520

CONSTRUCTION DESIGN RELEASE NUMBER: Assigned by The Indiana Department of Fire and Building Services, Plan Review Division or a copy of the document titled Construction Design Release. (317) 232-1421/1426

SEPTIC PERMIT (ORIGINAL) or LETTER OF AUTHORIZATION TO HOOK ONTO PRIVATE SEWER. Septic permits are available for the MONROE COUNTY HEALTH DEPARTMENT, corner of 7th and College, Bloomington. 349-2542. Sewer hook on letters are available for the local wastewater disposal provider. Contact City of Bloomington Utilities for authorization to connect to this system, a letter will not be required.

FOOD PERMIT: Must have Health Department approval.

TAX IDENTIFICATION PARCEL NUMBER This number is *REQUIRED* for the application and is available from the MONROE COUNTY AUDITOR'S OFFICE Courthouse Room 209, 349-2510, or it is printed on your tax statement. This number identifies the specific parcel of ground onto which your structure will be erected.

DRIVEWAY PERMIT (COPY) Permits for driveways accessing County roads are available from the MONROE COUNTY PUBLIC WORKS DEPT, Showers Bldg room 216, 349-2555. Permits for driveways accessing State Roads are available from the State Highway Dept., 2965 Prow Rd., Bloomington, IN 47404, 332-1411.

4 SITE PLANS OR MORTGAGE SURVEYS. This document *must* clearly illustrate all property lines and streets, the locations of all existing and proposed structures and the location of the existing distances from the proposed structure to each property line and to the right-of-way and/or the centerline of the road. Include also the distance to the septic system. *IF SITE PLAN IS SUBMITTED WITHOUT ALL THE REQUIRED INFORMATION CLEARLY SHOWN, A BUILDING PERMIT MAY BE DELAYED UNTIL THE INFORMATION IS PROVIDED.* **Please attach site plan to building plans.**

4 SETS OF BUILDING PLANS: The plans *must* include a plan of *each floor*, specifying the *dimensions and use* of each room, an *electrical diagram* specifying the location of the service entrance, a *plumbing layout*, and a *mechanical diagram* showing the location of the furnace, water heater, fuel storage tanks, etc.

APPLICATION FORM: All requested information is necessary in order to issue a building permit. Submitting an incomplete application will result in a delay of the permit process.

City of Bloomington Utilities (CBU): All New Construction and/or Remodels must submit 1 set of civil and plumbing plans to CBU at 600 E. Miller Dr., Bloomington, IN 47401. Visit the website for more info:

www.bloomington.in.gov/utilities/review. **Must have CBU approval.**

(07/09/13)/Bldg/Reviews/Forms