



Monroe County Government

Commercial Building Permit Application

County Website: <https://www.co.monroe.in.us>

COMMERCIAL BUILDING PERMIT APPLICATION REQUIREMENTS

APPLICATION FORM: Fill out the form below and once complete, press submit. This will attach the completed pdf form in an email to the County Building Department. The other items below will need to be attached to this email before sending.

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 HEALTHDEPARTMENT, corner of 7th and College, Bloomington. P: 812-349-2542. 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 (P: 812-349-2510), 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) Apply for a commercial driveway permit here:
https://www.co.monroe.in.us/egov/documents/1554726845_34599.pdf for County projects.

SITE PLANS OR MORTGAGE SURVEYS. OR MORTGAGE SURVEYS. This document must clearly illustrate all property lines and streets, the locations of all existing and proposed structures and the 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. You can contact the Monroe County Planning Department at PlanningOffice@co.monroe.in.us or by phone 812-349-2560 to go over Commercial Site Plan Requirements.

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. Plans will not be returned. Please attach SITE plans to building plans.

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.



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Please fill out the application COMPLETELY. Fill out the form below and once complete, press submit. By pressing submit, it will attach your completed pdf form in an email to the County Building Department. Please attach all required items before submitting.

PROPERTY INFORMATION:

Parcel Number: _____
Project Address: _____
Township and Section Number: _____

PROPERTY OWNER INFORMATION:

Property Owners Name _____ Phone Number _____ Property Owners Address _____

APPLICANT INFORMATION:

Applicant's Name _____ Phone Number _____
Applicants Address _____

DESCRIPTION OF PROJECT:

Proposed Work: _____
New Construction _____ Addition _____ Remodel _____
Other _____

Type of use (ie. office) _____ Rental: Yes No

Total number of units: _____ Total Square Footage of proposed structure/remodel/addition _____

First Floor Area sq ft _____ Second Floor Area sq ft _____ Third Floor Area sq ft _____

Basement Area sq ft _____ Other Floors Area sq ft _____

State Construction Design Release number: _____

Sprinkler System Yes No Type of Construction _____

Use group _____ Maximum number of employees per shift: _____ Building height in stories: _____ Height in feet _____ Maximum number of Public _____

Fire Alarm YES NO

General Contractor: _____ Phone Number _____ License Number _____

HVAC Contractor _____ Phone Number _____ License Number _____

Plumbing Contractor _____ Phone Number _____ License Number _____

Electrical Contractor _____ Phone Number _____ License Number _____

Driveway Permit Number _____ State of Indiana Monroe County City of Bloomington

Wastewater system to be connected to: Septic City of Bloomington Sewer Other sanitary system

Flood Plain: Yes No Sink Holes: Yes No Watershed: Yes No

Sign specification submitted with plans: Yes No

The applicant hereby certifies and agrees as follows: (1) I am authorized to make application. (2) I have read this application and attest that the information furnished is correct, including that contained in plans. (3) If there is any misrepresentation in this application, or associated documents, Monroe County may revoke any permit or Certificate of Occupancy issued based upon this misinformation. (4) I agree to comply with all Monroe County Ordinances, permit conditions and State statutes which regulate building construction, use, occupancy and site development. (5) I grant and will request Monroe County Officials to enter onto the property listed on this application for the purpose of inspecting the work permitted by this application and posting notices. (6) I will retain the Certificate of Occupancy in my records upon completion of the project. NOTE: Plans shall mean all site and construction plans and specifications, whether



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furnished prior to or subsequent to the application date. All plans furnished subsequent to application date constitute an amendment to the original application and must be specifically approved by the County with an appropriate endorsement and the signature of the approving official prior to plan implementation. The Permit is not valid, and work is not permitted until signed and issued by the agent of the Monroe County Building Department. As the Person eligible and responsible for obtaining a permit or permits as required in Section 430-7 of the Monroe County Building Code, and based upon information contained within these plans, I certify that these plans are identical to those released for construction by the Indiana Department of Fire and Building Services. I also understand that if it is determined that these plans are not identical, all permits obtained as a result of their submittal may be revoked as stated in Section 430-15 of the Monroe County Building Code.

Full Name of Applicant: _____ Date: _____

Email address _____