

OFFICE OF THE BUILDING COMMISSIONER, CITY OF MUNCIE, INDIANA APPLICATION
for **Construction Improvement Plan**

OFFICE USE ONLY - DO NOT FILL PERMIT TYPE

Bldg. _____ **HVAC** _____ **Plbg.** _____ **Elec.** _____ **Drainage** _____ **Drive** _____ **Sewer** _____

Plan Number: _____

CHECKLIST

RESIDENTIAL ONLY:

Plans

_____ Building

_____ Site

_____ Drive Cut

_____ Drainage

_____ Erosion Control

_____ Sewer Tap

Date: _____

Property Owner: _____

Phone: _____

Owner's Mailing Address: _____

Location of Project: _____

Business
Name: _____

General Contractor: _____

Business
Name: _____

Address: _____

Phone: _____

Elect. Contractor: _____

Phone: _____

Address: _____

Htg./AC Contractor: _____

Phone: _____

Address: _____

Plumbing Contractor: _____

Phone: _____

Address: _____

Estimated Construction Cost: _____ Exterior Wall Support: _____
(Attach a copy of the original job estimate)

TYPE OF PROJECT: New Construction _____ Addition _____
Remodel/Repair _____ Roof _____

PROPOSED USE: (check one)
Residential _____ Garage/Car Port _____
Accessory Bldg. _____

ZONING: Zone _____ Units (Number) _____
Height _____ Gross Square Feet _____

Setbacks: Front _____ Side Yard Right _____
Rear _____ Side Yard Left _____

Lot Size: _____

_____ Residential Required Off Street Parking (2 per dwelling)

Department of Natural Resources:
Project Located in Floodplain yes _____ no _____
Base Flood Elevation _____
Flood Protection Grade _____ (2 feet above base flood elevation)

Historical Area: yes _____ no _____

Amount of: Bedrooms _____ Full Bathrooms _____ Half-Baths _____

How many stories is residence: _____ Type of heat _____ A/C: ___ or ___
Yes No

\$25.00 PLAN REVIEW FEE TO BE ADDED TO THE TOTAL COST OF THE PERMIT

Print Applicant Name

Address

Phone

COMMENTS: _____

**CODES AND STANDARDS ADOPTED BY
CITY OF MUNCIE, IN BUILDING
DEPARTMENT**

- International Mechanical Code 2006
- Uniform Plumbing Code 1997
- International Building Code 2006
- NEC 2008 Code
- *Ordinance Amended Section 153.12A and Section 153.12C, Revised 2017 Regarding Disconnects
- American National Standard
- Indiana Chapter 11 Accessibility Code
- General Administrative Rules, State of Indiana
- Fair Housing Design and Urban Development
- * Revised 1998 (Government Subsidy)
- Comprehensive Zoning Ordinance for City of Muncie 2006
- Code of Ordinance City of Muncie, Indiana
- Residential Energy Code 2012 Indiana

I understand, by signing below, the following information:

- This office will perform residential inspections according to the 2006 International Residential Code for 1 & 2 Family Dwellings. These guidelines **MUST** be followed.
- Any Electrical, Plumbing or Mechanical work has to be done by a contractor licensed to do such work within the city limits of Muncie, IN.
- All drainage of surface or storm water will be directed according to the approved site plan for commercial projects and will be handled in a prudent manner to prevent erosion of soils to, or ponding of water on adjacent properties in residential construction.
- All commercial projects must have a final inspection prior to occupying the space. A Certificate of Occupancy will be issued upon satisfactory completion of the project.

RESIDENTIAL BUILDING PERMIT APPLICATION

**ATTN: THIS OFFICE WILL PERFORM INSPECTIONS ACCORDING TO THE 2006
INTERNATIONAL BUILDING CODE**

**REQUIREMENTS FOR BUILDING PERMIT DRAWING
INFORMATION NEEDED ON YOUR DRAWINGS**

1. FOOTER: depth, width and thickness.

2. ANCHOR BOLTS: size, length and spacing. _____
3. FLOOR JOIST: size, span and spacing. _____
4. FLOOR DECKING: size. _____
5. STUD: size and spacing. _____
6. HEADERS: size and span. _____
7. INTERIOR WALLBOARD: type. _____
8. WALL BRACING: type and spacing. _____
9. EXTERIOR WALLBOARD: type. _____
10. INSULATION: type and r-value. _____
11. RAFTERS: size, span and spacing. _____
12. CEILING JOIST: size, span and spacing. _____
13. ROOF DECKING: size. _____
14. ROOFING TYPE: shingles, shakes, rubber or roll roofing. _____
15. FELT PAPER: number. _____
16. FLASHING. _____
17. ATTIC VENTILATION: type, size and number of vents.

18. UNDER FLOOR VENTILATION: type, size and number of vents.

19. GUTTERING. _____
20. EGRESS WINDOWS AND DOORS: size and location.

21. ON ADDITIONS: show how it's going to be attached to the existing structure.

NOTE: DRAWINGS ARE NEEDED FOR NEW HOMES, ROOM ADDITIONS, CARPORTS, GARAGES, PORCHES, PORCH ENCLOSURES AND REMODELING.

City of Muncie
Building Commissioner

INSTRUCTIONS FOR FILING FOR AN IMPROVEMENT LOCATION PERMIT

Draw a site plan including the following:

- A. Lot Dimensions.
- B. All existing permanent structures and their dimensions on the parcel of land.
- C. Any proposed structures and their dimensions on the parcel of land.
- D. Distances from all existing and proposed structures to the property lines.
- E. Location of street.
- F. North arrow.
- G. Scale to which the site plan is drawn, ie, 1 inch equals 20 feet(1"=20').
- H. Address of property to which the improvement is being made.
- I. Legal description of the property to which the improvement is being made.
- J. Height of structure.
- K. Name, address, and telephone number of property owner.
- L. Name, address, and telephone number of contractor(s).

New Residence

The applicant shall submit a set of plans including design and material to be used in the residence, HVAC, plumbing and electrical. A detailed plan is required and it must be specific as to the construction code compliance. NOTE: It can not be just a sketch showing the footprint of the building.

All New Residence including modular homes, are eligible for tax abatement. Contact Bruce Baldwin, Chamber of Commerce at (765)288-6681.

Residential Addition/Attached Garage

Prints are also required for an addition to residence and for attached garages.

Modular

Manufacturers plans are required for modular homes for the structure (HVAC and plumbing is accepted if they have-not required) HVAC is required if outside unit is being installed. Electrical permits and foundation plans must be in place before placement.

Contractors

Electrical, Heating/AC and Plumbing contractors have to be licensed to do work within city limits of Muncie.

Off Street Parking

It is required that there be two (2) off street parking spaces for each single family residence. There will need to be a drive cut permit issued for the driveway to be placed on the property, after an inspection is completed by the Engineers Office. Drive cut permit must be approved prior to issuance of building permit.

A \$25.00 PLAN REVIEW FEE WILL BE ADDED TO THE TOTAL COST OF THE PERMIT.

AFTER A SATISFACTORY SITE PLAN AND BUILDING PLAN ARE SUBMITTED TO THE BUILDING COMMISSIONER, IT MAY TAKE 2-3 DAYS FOR REVIEW UPON COMPLETION OF PLAN REVIEW, THE IMPROVEMENT LOCATION PERMIT MAY BE ISSUED.



PERMIT NOTIFICATION

ADDRESS OF PROJECT - _____

Permits and/or approval from indicated departments that are needed for your project

- Delaware County Plan Commission 765-747-7740

Site Plan _____

Green Space _____

Variance _____

- Street Department 765-747-4847

Drive Cut Permit # _____

Drainage Permit # _____

- Muncie Sanitary District 765-747-4879

Sewer Tap Permit # _____

- Storm water Management 765-747-4896

Storm Water _____

Erosion Control _____

Grease Trap _____

- Delaware County Health Department 765-747-7721

Health Department _____

The issuance of permit number _____ is only valid with the understanding that the above indicated departments will be notified as well as all applicable permits and/or approvals be obtained.

I, _____, agree to obtain all permits and/or approvals required for the
(PRINT NAME)
above mentioned project

(Signature of responsible party)

(Date)

(Witness)

(Date)