Muncie Building Commission

Year-round Permitting
An Electric Permit is necessary for any new service, replace, alter, addition or repair of any service to a structure's electric system.

Permits Required for Electric Services

**New Installation:**
- Temporary Service: $25
- One/Two Family Dwelling: $50 + $25 Inspection Fee

**Replace, Alter, Addition or Repair:**
- One/Two Family Dwelling: $25 + $25 Inspection Fee

**Complete Rewire:**
- One/Two Family Dwelling: $50 + $25 Inspection Fee

Additional Notes:
- ALL Electrical must file for and be issued permits for the work they are doing (NOT included in Building Permit).

Start work without permit:
- An additional fee will be assessed and added to the cost of a Permit when construction, demolition or installation work commences prior to the issuance of a Permit.
  - 1st Offense - $100.00
  - 2nd Offense - $200.00
  - 3rd Offense - referred to City Court pursuant to section 152.99.

Inspections (not called in):
- If the Building Commissioner's Office is not notified for required inspections the contractor will be assessed a fee of $50.00.

Re-Inspections:
- Upon notification for this office to do an inspection, if said work is not completed (ready for inspection) the General, HVAC, Electrical or Plumbing Contractor (according to what type of permit the inspection falls under) will be charged a $40.00 fee for this same project to be inspected a 2nd time.

For all information on building requirements or to apply for an electric permit, you can log on to the City of Muncie website, visit the Office of the Building Commissioner or call 765-747-4862, Monday through Friday, 8 a.m. to 4 p.m.

www.cityofmuncie.com
Guidelines for Temporary Structure Installments

Temporary structure permits are needed prior to the construction of any type of construction trailers, tents or other structures used for temporary uses.

Permits Required for Temporary Structure Services

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commercial mobile unit</td>
<td>$100/ yr</td>
</tr>
<tr>
<td>Residential</td>
<td>$50/ yr</td>
</tr>
<tr>
<td>Tents (w/ or w/o sides)</td>
<td>$50/ yr</td>
</tr>
</tbody>
</table>

Start work without permit:
An additional fee will be assessed and added to the cost of a Permit when construction, demolition or installation work commences prior to the issuance of a Permit.
- 1st Offense - $100.00
- 2nd Offense - $200.00
- 3rd Offense - referred to City Court pursuant to section 152.99.

Inspections (not called in)
If the Building Commissioner’s Office is not notified for required inspections the contractor will be assessed a fee of $50.00.

Re-Inspections
Upon notification for this office to do an inspection, if said work is not completed (ready for inspection) the General, HVAC, Electrical or Plumbing Contractor (according to what type of permit the SWinpection falls under) will be charged a $40.00 fee for this same project to be inspected a 2nd time.

For all information on building requirements or to apply for a demolition permit, you can log on to the City of Muncie website, visit the Office of the Building Commissioner or call 765-747-4862, Monday through Friday, 8 a.m. to 4 p.m.

Office of the Building Commissioner
Muncie City Hall
Third Floor
300 N High St.
Muncie, IN 47305

www.cityofmuncie.com
Guidelines for
RESIDENTIAL BUILDING
Repairs and Installments

A Residential Building Permit is required for any new dwelling, mobile or modular home, new structures, accessory structures more than 200 sq. feet, roofing, additions to any existing structure, alterations requiring structural change.

Permits Required for Residential Building
For New Construction:
- Plan Review: $25
- Construction Permit: $200
- Occupancy: $25

To Replace, Alter, Additions or Repair:
- Plan Review: $25
- Construction Permit: $75
- Occupancy: $25

For Mobile or Manufactured Housing:
- Plan Review: $25
- Construction Permit: $100
- Occupancy: $25

Additional Notes
The Office of the Building Commissioner will perform inspections according to the 2006 International Building Code.

Start Work without Permit:
An additional fee will be assessed and added to the cost of a Permit when construction, demolition or installation work commences prior to the issuance of a Permit:
- 1st Offense - $100.00
- 2nd Offense - $200.00
- 3rd Offense - referred to City Court pursuant to section 152.39.

Inspections (not called in)
If the Building Commissioner’s Office is not notified for required inspections the contractor will be assessed a fee of $50.00.

Re-Inspections
Upon notification for this office to do an inspection, if said work is not completed (ready for inspection) the General, HVAC, Electrical or Plumbing Contractor (according to what type of permit the inspection falls under) will be charged a $40.00 fee for this same project to be inspected a 2nd time.

For all information on building requirements or to apply for a electric permit, you can log on to the City of Muncie website, visit the Office of the Building Commissioner or call 765-747-4862, Monday through Friday, 8 a.m. to 4 p.m.

www.cityofmuncie.com
April

Guidelines for Demolition

Permits Required for Demolition Services

Demolition permits are needed prior to the occurrence of any type of demolition service on both private and public land. Any violation of this ordinance will result in a fine by the City of Muncie Building Commissioner.

Start work without permit: You must have a FINAL (2nd) inspection after the demolition of any structure.

Additional Notes: If you fail to have a Back Fill inspection prior to final grading and seeding required, you may lose your final inspection and will be assessed a $50 fine.

Start work without permit: If you fail to have a Back Fill inspection prior to final grading and seeding required, you may lose your final inspection and will be assessed a $50 fine.

For all information on building requirements or to apply for a demolition permit, please contact the Muncie Building Commissioner or call 765.772.1482 Monday through Friday 8 a.m. to 4 p.m.

Inspections (not called)

Commercial
(0.5 - 1.0 acres)
- $100
- $30
Each additional 1,000 feet
- $10

Residential
- $50

Garages + Accessory Buildings
- $125

All re-inspections
- $125

www.cityofmuncie.com
Guidelines for Pool Installments

A Pool Permit is required prior to any installation of a private, above or in-ground, or public pool in the City of Muncie.

Permits Required for Pool Installation

- Above Ground: $50
- In Ground: $150
- Public Pool: $100
- Required Inspection Fee: $25

For all information on building requirements or to apply for a electric permit, you can log on to the City of Muncie website, visit the Office of the Building Commissioner or call 765-747-4862, Monday through Friday, 8 a.m. to 4 p.m.

Additional Notes
A fencing plan in compliance with the local code should be part of the application process.

Start work without permit:
An additional fee will be assessed and added to the cost of a Permit when construction, demolition or installation work commences prior to the issuance of a Permit.
- 1st Offense - $100.00
- 2nd Offense - $200.00
- 3rd Offense - referred to City Court pursuant to section 52.99.

Inspections (not called in)
If the Building Commissioner’s Office is not notified for required inspections the contractor will be assessed a fee of $50.00.

Re-inspections
Upon notification for this office to do an inspection, if said work is not completed (ready for inspection) the General, HVAC, Electrical or Plumbing Contractor (according to what type of permit the inspection falls under) will be charged a $40.00 fee for this same project to be inspected a 2nd time.

www.cityofmuncie.com
Guidelines for Accessory Buildings & Structures

Installation

An Accessory Building or Structure Permit is needed prior to the construction of any garage, carport, shed or other accessory building.

Permits Required for Accessory Structure Installments

<table>
<thead>
<tr>
<th>Permit Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plan Review</td>
<td>$25</td>
</tr>
<tr>
<td>Construction Permit</td>
<td>$50</td>
</tr>
<tr>
<td>Occupancy - applies only to an attached garage</td>
<td>$25</td>
</tr>
</tbody>
</table>

Start work without permit:
An additional fee will be assessed and added to the cost of a Permit when construction, demolition or installation work commences prior to the issuance of a Permit.
1st Offense - $100.00
2nd Offense - $200.00
3rd Offense - referred to City Court pursuant to section 152.09.

Inspections (not called in):
If the Building Commissioner’s Office is not notified for required inspections the contractor will be assessed a fee of $50.00.

Re-Inspections:
Upon notification for this office to do an inspection, if said work is not completed (ready for inspection) the General, HVAC, Electrical or Plumbing Contractor (according to what type of permit the inspection falls under) will be charged a $40.00 fee for this same project to be inspected a 2nd time.

For all information on building requirements or to apply for a electric permit, you can log on to the City of Muncie website, visit the Office of the Building Commissioner or call 765-747-4862, Monday through Friday, 8 a.m. to 4 p.m.

www.cityofmuncie.com
Guidelines for
OUTDOOR ADVERTISING
Installments

An Outdoor Advertising Permit is needed for any sign repair, sign reface, sign change, replace or new sign. Any banner, arrow sign, etc. requires a permit as well.

Permits Required for Outdoor Advertisement Services

- Pole, ground or freestanding and projecting: $25
- Wall, roof and awning:
  - Temporary: $15
  - Permanent: $10
- Billboards and off-premises:
  - Two-sided: $25
  - Three-sided: $45
- Cluster signs: $30
- Post-installation addition to any sign: $30

Start work without permit:
An additional fee will be assessed and added to the cost of a Permit when construction, demolition or installation work commences prior to the issuance of a Permit.
- 1st Offense - $100.00
- 2nd Offense - $200.00
- 3rd Offense - referred to City Court pursuant to section 152.99.

Inspections (not called in):
If the Building Commissioner’s Office is not notified for required inspections the contractor will be assessed a fee of $50.00.

Re-inspections:
Upon notification for this office to do an inspection, if said work is not completed (ready for inspection) the General, HVAC, Electrical or Plumbing Contractor (according to what type of permit the inspection falls under) will be charged a $40.00 fee for this same project to be inspected a 2nd time.

For all information on building requirements or to apply for a electric permit, you can log on to the City of Muncie website, visit the Office of the Building Commissioner or call 765-747-4862. Monday through Friday, 8 a.m. to 4 p.m.

www.cityofmuncie.com
Guidelines for WEED & RANK VEGETATION Management

Weed Code Enforcements are action steps taken to ensure that homeowners keep their lawns clean and presentable in order to avoid paying fines to the City of Muncie.

Weed Code Enforcement
If height of grass exceeds 12 inches, property owners will receive a mandated $75 fine.

The homeowner is given a written warning, and if they do not comply within 10 days, the fine will be issued.

If city workers have to do the mowing, additional fines for labor will be charged.

Subsequent violations can lead to increased fines of $125.

Any vegetation complaints may be forwarded to:

Joyce Dick
jdweeds@cityofmuncie.com

or submitted online through the City of Muncie Building Commissioner’s website.

Office of the Building Commissioner
Muncie City Hall
Third Floor
300 N High St.
Muncie, IN 47305

For all information on building requirements or to apply for a building permit, you can log on to the City of Muncie website, visit the Office of the Building Commissioner or call 765-747-4862, Monday thru Friday, 8 a.m. to 4 p.m.

www.cityofmuncie.com
Guidelines for
STRUCTURE RELOCATION
Procedures

A Relocation Permit is required prior to any removal or relocation of any building or structure in the City of Muncie.

Permits Required for Structure Relocation Procedures
Residential and Commercial
Removal of any building or structure over 400 square feet $100

Residential and Commercial
Removal of any building or structure 400 square feet or less $10

Additional Notes
Proper application and filing of appropriate forms is required prior to issuing a permit to move a structure in the City of Muncie.

Start work without permit:
An additional fee will be assessed and added to the cost of a Permit when construction, demolition or installation work commences prior to the issuance of a Permit.
1st Offense - $100.00
2nd Offense - $200.00
3rd Offense - referred to City Court pursuant to section 152.99.

Inspections (not called in)
If the Building Commissioner’s Office is not notified for required inspections the contractor will be assessed a fee of $50.00.

Re-inspections
Upon notification for this office to do an inspection, if said work is not completed (ready for inspection) the General, HVAC, Electrical or Plumbing Contractor (according to what type of permit the inspection falls

Office of the Building Commissioner Muncie City Hall Third Floor 300 N High St. Muncie, IN 47305

For all information on building requirements or to apply for a electric permit, you can log on to the City of Muncie website, visit the Office of the Building Commissioner or call 765-747-4862, Monday through Friday, 8 a.m. to 4 p.m.

www.cityofmuncie.com
Guidelines for PLUMBING Repairs and Installments

A Plumbing Permit is required prior to any new, replacement, alteration or addition to to residential or commercial plumbing INCLUDING water heaters and private sewage lines or within an existing building or structure.

Permits Required for Plumbing Services

One/Two Family Dwelling

Inspection Fee $50 + $25

Three or more family dwelling, commercial, institutional, school, church or industrial structure

Inspection Fee $50 + $25
Total plumbing cost $2/1,000 of

New Water Heater

Inspection Fee $25 + $25

Replace, alteration, addition or repair of existing plumbing system

Inspection Fee $50 + $25
Total plumbing cost $2/1,000 of

Additional Notes
ALL Plumbing contractors must file for and be issued permits for the work they are doing (NOT included in Building Permit).

Must have a State Master Plumber License on file to become registered locally. Local registration must be current before a permit will be issued to a plumbing contractor.

Start work without permit:
An additional fee will be assessed and added to the cost of a Permit when construction, demolition or installation work commences prior to the issuance of a Permit.
1st Offense - $100.00
2nd Offense - $200.00
3rd Offense - referred to City Court pursuant to section 152.99.

Inspections (not called in)
If the Building Commissioner’s Office is not notified for required inspections the contractor will be assessed a fee of $50.00.

Re-Inspections
Upon notification for this office to do an inspection, if said work is not completed (ready for inspection) the General, HVAC, Electrical or Plumbing Contractor (according to what type of permit the inspection falls under) will be charged a $40.00 fee for this same project to be inspected a 2nd time.

For all information on building requirements or to apply for a electric permit, you can log on to the City of Muncie website, visit the Office of the Building Commissioner or call 765-747-4862, Monday through Friday, 8 a.m. to 4 p.m.

www.cityofmuncie.com
A Heating and Air Conditioning Permit is required prior to any new installation, retrofitting, alteration, extension, repair or replacement of any heating or air conditioning service.

Permits Required for HVA/C Services

New permits

One & Two Family Dwelling $50 + $25 Inspection Fee

Extension, Repair or Alteration

One & Two Family Dwelling $25 + $25 Inspection Fee

Combo-Furnace and AC Unit or Heat Pump $50 + $25 Inspection Fee

Additional Notes
ALL HVAC Contractors must file for and be issued permits for the work they are doing (NOT included in Building Permit).

Start work without permit:
An additional fee will be assessed and added to the cost of a Permit when construction, demolition or installation work commences prior to the issuance of a Permit.
1st Offense - $100.00
2nd Offense - $200.00
3rd Offense - referred to City Court pursuant to section 152.99.

Inspections (not called in)
If the Building Commissioner’s Office is not notified for required inspections the contractor will be assessed a fee of $50.00.

Re-Inspections
Upon notification for this office to do an inspection, if said work is not completed (ready for inspection) the General, HVAC, Electrical or Plumbing Contractor (according to what type of permit the inspection falls under) will be charged a $40.00 fee for this same project to be inspected a 2nd time.

For all information on building requirements or to apply for a electric permit, you can log on to the City of Muncie website, visit the Office of the Building Commissioner or call 765-747-4862, Monday through Friday, 8 a.m. to 4 p.m.

www.cityofmuncie.com
December

Fire Suppression/Alarm System Permits are required prior to any installation, alteration, or replacement of a fire extinguishing system OR fire alarm system. Fire Suppression System Permits Required for Replacement of fire extinguishing system or extension or replacement of fire suppression system.

For all information on building requirements or to apply for a permit, you can log on to the City of Muncie website, visit the Office of the Building Commissioner or call 765-785-4400. Open Monday through Friday, 8 a.m. to 4 p.m.

Inspections (not called in)

Upon notification of the need for an inspection, it is not complete. A fine of $50.00 per inspection per under 1229. If the inspection fails to correct the violation, the contractor will be assessed a fee of $50.00 plus $2.00 per min. $60.00 + $25.00.

Fire Suppression/Alarm Contractors MUST notify the City of Muncie at 765-785-4000 prior to starting any project. Additional fees will be assessed and an additional fee for work done without a permit will be charged.

Additional Notes

If you start work without a permit, you may be charged $50.00 per inspection or referred to the City Court pursuant to section 1229.

If you continue work without a permit, you may be charged $200.00 plus $2.00 per min. $60.00 + $25.00 + $2.00 per min. $60.00 + $25.00 + $2.00 per min.