



**CITY of MARION**

**COMMERCIAL AND INDUSTRIAL BUILDING PERMIT APPLICATION**

(Includes any structure more than a two family dwelling)

Permit number \_\_\_\_\_

(Office use only)

ADDRESS OF JOB \_\_\_\_\_

**\*\*Is this property located within City of Marion, Indiana city limits? If so, please proceed. If not, please contact the appropriate office. \*\***

APPROXIMATE COST OF JOB (Materials, labor, etc.) \_\_\_\_\_

Brief description of work being performed \_\_\_\_\_

**CHECK THE FOLLOWING THAT APPLIES TO THE SCOPE OF WORK:**

(IF YOU ARE A CONTRACTOR, PLEASE SELECT ONLY THE WORK THAT YOU OR YOUR COMPANY ARE  
PERFORMING. DO NOT INCLUDE WORK BEING PERFORMED BY ANOTHER CONTRACTOR UNLESS YOU ARE  
PAYING FOR THEIR PERMIT AS WELL.)

**NEW STRUCTURE**       **ADDITION**

If this is a new structure or an addition to an existing structure, you must obtain an Improvement Location Permit (I.L.P.) from the Planning Dept. before applying for a Building Permit.)

**INTERIOR REMODEL**       **EXTERIOR REMODEL**       **ROOF**       **SIDING**

SQUARE FOOTAGE OF WORK AREA (SQ FT. DOES NOT APPLY TO ELEC/PLUMB/HVAC): \_\_\_\_\_

**ELECTRICAL**       **HVAC**       **PLUMBING**

**DEMOLITION**

- Demolition: You are fully responsible for making sure all necessary inspections and tests are done in compliance with state mandate. You are also responsible for scheduling utility disconnects.

**YOU ARE RESPONSIBLE FOR SCHEDULING ALL REQUIRED INSPECTIONS 24 HOURS IN ADVANCE. IF YOU DO NOT COMPLY WITH INSPECTION REQUIREMENTS, YOU COULD BE FINED PER THE CITY OF MARION INDIANA CODE OF ORDINANCES Chapter 150.29, AND A STOP WORK ORDER WILL BE ISSUED.**

As of July 1st, 2024: The following fines will apply:

\$150.00 Stop Work Order issued

\$200.00 Starting work without a permit

\$250.00 Contractor Registration not completed prior to starting work on any project (General or Subcontractors)

These fines are separate and in addition to the normal registration and permitting fees. All fines or fees are required to be paid in full before any permit will be issued.

(Office Use Only)

Receipt # \_\_\_\_\_ Amount: \_\_\_\_\_ Cash \_\_\_\_\_ CC \_\_\_\_\_ Check \_\_\_\_\_ # \_\_\_\_\_

Registered Contractor \_\_\_\_\_

**ALL CONTRACTORS ARE REQUIRED TO BE REGISTERED BEFORE STARTING WORK. ANY UNREGISTERED CONTRACTOR FOUND WORKING COULD BE FINED PER THE CITY OF MARION, IN CODE OF ORDINANCES CHAPTER 113: CONTRACTORS, AND STOP WORK ORDER WILL BE ISSUED.**

GENERAL CONTRACTOR NAME \_\_\_\_\_ PHONE \_\_\_\_\_

EXCAVATING CONTRACTOR NAME \_\_\_\_\_ PHONE \_\_\_\_\_

FOUNDATION CONTRACTOR NAME \_\_\_\_\_ PHONE \_\_\_\_\_

ELECTRICAL CONTRACTOR NAME \_\_\_\_\_ PHONE \_\_\_\_\_

PLUMBING CONTRACTOR NAME \_\_\_\_\_ PHONE \_\_\_\_\_

MECHANICAL CONTRACTOR NAME \_\_\_\_\_ PHONE \_\_\_\_\_

**Current Use of Building:**

Name of Business: \_\_\_\_\_

Apartments       Restaurant       Church       School       Retail       Office(s)

Industrial       Storage Facility       Gas Station (Canopy)       Wireless Tower

Assisted Living Facility       Factory       Other \_\_\_\_\_

Backflow and Grease Trap: Contact Marion Utilities to determine the need for a backflow device or grease interceptor installation at **START of project.** (765) 664-2391 x128 or [programsupport@marionutilities.com](mailto:programsupport@marionutilities.com)

PROPERTY OWNER NAME \_\_\_\_\_ PHONE \_\_\_\_\_

PROPERTY OWNER EMAIL \_\_\_\_\_

PROPERTY OWNER HOME ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

APPLICANT NAME \_\_\_\_\_ APPLICANT PHONE # \_\_\_\_\_

APPLICANT EMAIL \_\_\_\_\_

I hereby certify that I have read and examined this permit and know all information I provided to be accurate and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

APPLICANT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_



**CITY of MARION**

## **REQUIRED INSPECTIONS FOR ALL RESIDENTIAL CONSTRUCTION AND COMMERCIAL CONSTRUCTION**

YOU MUST PROVIDE THE PERMIT NUMBER AND THE JOB ADDRESS TO REQUEST AN INSPECTION. YOU ARE RESPONSIBLE FOR CALLING THE BUILDING DEPARTMENT WHEN YOUR PROJECT IS READY FOR INSPECTION. SOMEONE (CONTRACTOR AND/OR PROPERTY OWNER) MUST BE PRESENT ON SITE WHEN THE INSPECTION IS CONDUCTED. IF NO ONE CAN BE ON-SITE DURING THE INSPECTION, PLEASE RESCHEDULE. THE INSPECTION WILL NOT BE CONDUCTED IF NO ONE IS PRESENT.

### **INSPECTIONS ARE REQUIRED AS FOLLOWS:**

1. **FOOTERS:** BEFORE CONCRETE IS POURED AND A FINAL.
2. **FOUNDATIONS AND CRAWL AREA:** BEFORE CONCRETE FLOORS ARE POURED OR WOOD FLOOR BUILT AND A FINAL.
3. **ALL ROUGH-IN FRAMING, PLUMBING, HEATING, AND WIRING:** BEFORE IT IS COVERED UP AND A FINAL.
4. **ROOF:** AFTER TEAR OFF AND A FINAL. ICE AND WATER SHIELD IS REQUIRED AND MUST BE INSPECTED.
5. **WHEN UPGRADING ELECTRICAL OR NEW SERVICE:** AN INSPECTION IS REQUIRED BEFORE AMERICAN ELECTRIC POWER WILL CONNECT. **\*\*NOTE – THE SERVICE PANEL COVER MUST BE OFF FOR THIS INSPECTION.**
6. **WHEN CHANGING WINDOW OR DOOR SIZES:** AN INSPECTION IS REQUIRED DURING THE JOB AFTER REMOVING OLD WINDOWS AND DOORS, AND A FINAL ONCE THE WORK IS COMPLETE.
7. **FINAL INSPECTIONS:** REQUIRED FOR ALL JOBS. ALL NEW STRUCTURES AND ROOM ADDITIONS ARE REQUIRED TO OBTAIN A “CERTIFICATE OF OCCUPANCY” FROM THE CITY OF MARION BUILDING DEPARTMENT BEFORE THE STRUCTURE CAN BE OCCUPIED. ALL WORK INSPECTED MUST BE PER CURRENT BUILDING CODES BEFORE A “CERTIFICATE OF OCCUPANCY” WILL BE ISSUED.
8. **BACKFLOW AND GREASE TRAP:** CONTACT MARION UTILITIES TO DETERMINE THE NEED FOR A BACKFLOW DEVICE OR GREASE INTERCEPTOR INSTALLATION **AT THE START OF THE PROJECT** AT 765-664-2391 EXT. 128 OR [PROGRAMSUPPORT@MARIONUTILITIES.COM](mailto:PROGRAMSUPPORT@MARIONUTILITIES.COM)

TO SCHEDULE AN INSPECTION, PLEASE CALL 765.662.9931 BETWEEN THE HOURS OF 8:00 A.M. AND 4:00 P.M. MONDAY THROUGH FRIDAY. TWENTY-FOUR (24) HOUR NOTICE IS REQUIRED WHEN REQUESTING AN INSPECTION. HOWEVER, THAT DOES NOT GUARANTEE NEXT-DAY INSPECTION. INSPECTIONS ARE SCHEDULED IN THE ORDER THE REQUESTS ARE RECEIVED. WE WILL DO OUR BEST TO SCHEDULE NEXT-DAY INSPECTIONS WHEN WE RECEIVE 24-HOUR NOTICE. PLEASE PLAN ACCORDINGLY. ATTENTION: PLEASE NOTE THERE MAY BE A SIXTY-DOLLAR (\$60.00) FEE FOR MISSED SCHEDULED INSPECTIONS. IF YOU FEEL YOU CANNOT MAKE IT TO A SCHEDULED INSPECTION, PLEASE NOTIFY THE BUILDING DEPARTMENT AS SOON AS POSSIBLE TO CANCEL OR RESCHEDULE. WE WILL NOT RESCHEDULE MISSED INSPECTIONS UNTIL THE FEE IS PAID.

IF YOU CANCEL A SCHEDULED INSPECTION (WITHOUT NOTICE) **A FEE OF \$100.00 WILL BE IMPOSED**, AND NO OTHER INSPECTIONS WILL BE PERFORMED UNTIL THE FINE IS PAID IN FULL, NOR WILL ANY OTHER PERMITS BE ISSUED.