CITY of MARION

RESIDENTIAL BUILDING PERMIT APPLICATION

(Includes one or two family dwellings)

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: _____

_____

If this is a new structure or an addition please provide the square footage: _____

If remodeling, what is current use of structure? ☐ SINGLE FAMILY OR ☐ TWO FAMILY

Are you changing the number of units? ☐ YES ☐ NO

CHECK ONE OR MORE THE FOLLOWING:

☐ NEW STRUCTURE ☐ ADDITION ☐ ACCESSORY STRUCTURE

- (You must obtain an ILP from the Planning Department prior to applying for a Building Permit. A site plan is required)

☐ INTERIOR REMODEL ☐ EXTERIOR REMODEL ☐ ROOF ☐ SIDING

☐ 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 to schedule all utility disconnects.

YOU ARE RESPONSIBLE FOR SCHEDULING ALL REQUIRED INSPECTIONS 1-2 BUSINESS DAYS 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. IF REQUIRED INSPECTIONS ARE NOT SCHEDULED AND PERFORMED, A $200.00 FINE WILL BE IMPOSED, AND NO OTHER PERMITS WILL BE ISSUED UNTIL ALL FEES ARE PAID IN FULL.

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 _____

Are you the property owner and plan to do the work yourself?

YES ☐ **(skip contractor portion below)** **NO** ☐ **(continue to contractor portion below)**

ALL CONTRACTORS ARE REQUIRED TO BE REGISTERED BEFORE PERMITS WILL BE ISSUED AND 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/HVAC CONTRACTOR NAME: _____ PHONE _____

DRYWALL CONTRACTOR NAME: _____ PHONE _____

- **(If you are placing your dumpster in the City right of way, ally or sidewalk you will need a Right-of-Way permit from the Engineering Dept.)**

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 provided by myself to be true 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 AND COMMERCIAL CONSTRUCTION

YOU MUST PROVIDE THE PERMIT NUMBER AND THE JOB ADDRESS TO REQUEST AN INSPECTION
IT IS YOUR RESPONSIBILITY TO CALL THE BUILDING DEPARTMENT WHEN YOUR PROJECT IS READY FOR INSPECTION. SOMEONE (CONTRACTOR AND/OR PROPERTY OWNER) IS REQUIRED TO BE PRESENT ON SITE WITH THE INSPECTOR 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:** 1ST INSPECTION: **BEFORE** CONCRETE IS POURED. 2ND INSPECTION: FINAL WHEN WORK IS COMPLETE.

2. **FOUNDATIONS AND CRAWL AREA:** 1ST INSPECTION: **BEFORE** CONCRETE FLOORS ARE POURED OR WOOD FLOOR BUILT. 2ND INSPECTION: FINAL WHEN WORK IS COMPLETE.

3. **ALL ROUGH-IN FRAMING, PLUMBING, HEATING, AND WIRING:** 1ST INSPECTION: **BEFORE** IT IS COVERED UP. 2ND INSPECTION: FINAL WHEN WORK IS COMPLETE.

4. **ROOF**: 1ST INSPECTION: AFTER TEAR OFF, DECKING IS REPLACED, AND ICE AND WATER SHIELD ARE IN PLACE. 2ND INSPECTION: FINAL WHEN WORK IS COMPLETE.

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:** 1ST INSPECTION: DURING THE JOB AFTER REMOVING OLD WINDOWS AND DOORS, AND NEW FRAMING IS IN PLACE. 2ND INSPECTION: FINAL WHEN WORK IS COMPLETE.

7. **POOLS: INGROUND:** 1ST INSPECTION: **BEFORE** CONCRETE IS POURED: DUG OUT AND FORMS SET, BONDING, ELECTRICAL, AND PLUMBING. 2ND INSPECTION: FINAL WHEN WORK IS COMPLETE.
   ABOVE GROUND: FINAL WHEN WORK IS COMPLETE.

8. **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.

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. 1-2 BUSINESS DAYS 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 1-2 BUSINES DAYS NOTICE. PLEASE PLAN ACCORDINGLY. **ATTENTION:** PLEASE NOTE FAILURE TO BE READY FOR A SCHEDULED INSPECTION MAY INCUR A SIXTY-DOLLAR ($60.00) FEE. IF YOU FEEL YOU CANNOT MAKE IT TO A SCHEDULED INSPECTION, PLEASE NOTIFY THE BUILDING DEPARTMENT **BEFORE 9:00 AM OF THE DAY OF THE SCHEDULED INSPECTION** TO CANCEL OR RESCHEDULE. FAILURE TO GIVE THE REQUIRED NOTIFICATION MAY INCUR A SIXTY-DOLLAR ($60.00) FEE. WE WILL NOT RESCHEDULE MISSED INSPECTIONS UNTIL THE FEE IS PAID.