



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

- (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

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

☐ 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 INSPECTION 24HRS IN ADVANCE. IF YOU DO NOT COMPLY WITH INSPECTION REQUIREMENTS YOU COULD BE FINED IN ACCORDANCE WITH THE CITY OF MARION INDIANA CODE OF ORDINANCES CHAPTER 150.29 AND A STOP WORK ORDER WILL BE ISSUED. IF REQUIRED INSPECTIONS ARE NOT 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 PRIOR TO STARTING WORK. ANY UNREGISTERED CONTRACTOR FOUND WORKING COULD BE FINED IN OCCORDANCE WITH THE CITY OF MARION, IN CODE OF ORDINANCES CHAPTER 113: CONTRACTORS, AND A 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** _____

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** _____



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: **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 – SERVICE PANEL COVER MUST BE OFF FOR THIS INSPECTION.
6. WHEN CHANGING WINDOW OR DOOR SIZES: AN INSPECTION IS REQUIRED DURING THE JOB AFTER OLD WINDOWS AND DOORS ARE REMOVED AND A FINAL.
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 IN ACCORDANCE WITH CURRENT BUILDING CODES BEFORE A "CERTIFICATE OF OCCUPANCY" WILL BE ISSUED.

TO SCHEDULE AN INSPECTION PLEASE CALL 765.662.9931 MONDAY THROUGH FRIDAY BETWEEN THE HOURS OF 8:00 A.M. AND 4:00 P.M. INSPECTIONS REQUESTS MUST BE SUBMITTED AT LEAST 24 HOURS IN ADVANCE. HOWEVER THAT DOES NOT GUARANTEE A NEXT DAY INSPECTION. INSPECTIONS ARE SCHEDULED IN THE ORDER THEY ARE RECEIVED. WE WILL DO OUR BEST TO SCHEDULE NEXT DAY INSPECTIONS WHEN WE RECEIVE 24HR NOTICE. PLEASE PLAN ACCORDINGLY.

ATTENTION: PLEASE NOTE THERE WILL BE A FIFTY DOLLAR (\$50.00) FEE FOR ALL 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 \$50.00 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.