



City of Huntington  
Community Development  
& Redevelopment

300 Cherry Street, Huntington, IN 46750  
Ph: (260) 356-5146 Fax: (260) 454-5211  
www.huntington.in.us

## COMMERCIAL STRUCTURE BUILDING PERMIT / IMPROVEMENT LOCATION PERMIT APPLICATION

DATE APPLIED: \_\_\_\_\_ PERMIT NO: \_\_\_\_\_  
DATE ISSUED: \_\_\_\_\_ RECEIPT NO: \_\_\_\_\_

Department Use Only

Parcel #: \_\_\_\_\_ Township: \_\_\_\_\_  
Subdivision: \_\_\_\_\_ Section/Phase: \_\_\_\_\_ Lot #: \_\_\_\_\_ Zoning: \_\_\_\_\_

Address of Construction Activity: \_\_\_\_\_

|                                      |                       |                            |           |
|--------------------------------------|-----------------------|----------------------------|-----------|
| P<br>R<br>O<br>P<br>E<br>R<br>T<br>Y | O<br>W<br>N<br>E<br>R | Name: _____                |           |
|                                      |                       | Mailing Address: _____     |           |
|                                      |                       | City/State/Zip Code: _____ | Ph: _____ |

**Individual / Contractor Responsible for Construction Activity:**

Building Contractor: \_\_\_\_\_  
NameAddressPhone

Concrete Contractor: \_\_\_\_\_  
NameAddressPhone

Electrical Contractor: \_\_\_\_\_  
NameAddressPhone

Plumbing Contractor: \_\_\_\_\_  
NameAddressPhone

**Type:**  New Primary Structure  Addition to Existing: \_\_\_\_\_  New Accessory Structure  
 Addition to Existing Accessory Structure  Interior Remodel (length of interior walls being added/removed: \_\_\_\_\_)

**New Address Required:**  Yes  No **Occupancy Classification:** \_\_\_\_\_ **Intended Use:** \_\_\_\_\_

**Dimensions:** \_\_\_\_\_' - \_\_\_\_\_" X \_\_\_\_\_' - \_\_\_\_\_" **Height of Structure:** \_\_\_\_\_' - \_\_\_\_\_" (at tallest point)

**Sq. Footage:** Basement \_\_\_\_\_ 1st Fl \_\_\_\_\_ 2nd Fl \_\_\_\_\_ 3rd Fl \_\_\_\_\_ Other: \_\_\_\_\_ - \_\_\_\_\_

**State of Indiana Construction Design Release (CDR) Issued:**  Yes (# \_\_\_\_\_)  No  Pending (# \_\_\_\_\_)  N/A

**Any Electrical:**  Yes (separate permit required)  No **Any Plumbing:**  Yes (separate permit required)  No

**Est. Cost of Construction:** \$ \_\_\_\_\_ **Est. Date of Completion:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

*I hereby certify that I have the authority to make the foregoing application; that the application and accompanying plans/documentation are correct; and that the Department is hereby authorized to enter the premises to perform required inspections; and that any structure will not be used or occupied until a Certificate of Occupancy has been issued. I further acknowledge that the violation of applicable codes and ordinances may result in the assessment of fines and penalties.*

Department Use Only

**Permit Fee**

Permit Fee: \$ \_\_\_\_\_  
Other: \_\_\_\_\_ \$ \_\_\_\_\_  
Total Fees: \$ \_\_\_\_\_

\_\_\_\_\_  
Applicant Signature Printed Name Date

Approved by:

\_\_\_\_\_  
Department Representative Date

Comments/Conditions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**THE FOLLOWING INFORMATION, IF APPLICABLE, MUST BE SUBMITTED WITH THE BUILDING/IMPROVEMENT LOCATION PERMIT APPLICATION:**

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1. Site plan of the property showing:
  - a. All property lines and dimensions
  - b. All streets, alleys, and other rights-of-ways adjacent to the site
  - c. The location of all recorded easements
  - d. The location of all utility lines (overhead and underground)
  - e. The location of all County Regulated Legal Drains
  - f. All parking areas designated for off-street parking
  - g. All existing and proposed structures
  - h. The setbacks of all existing and proposed structures
  - i. The height, width, and depth of proposed structures
2. Two sets of detailed blueprints and any other plans or documentation as submitted to the State for a Construction Design Release (if required) for the proposed commercial structure (one set will be provided by the Department to the Huntington Fire Marshal).
3. New commercial structures may require water and sewer tap permits. Copies of these permits must be submitted prior to issuance of this permit. Water and sewer tap permits may be obtained from the Engineering Department: (260) 356-1400
4. If serviced by a septic system or new well, permit applications must be accompanied by a copy of the approved well and septic permits from the Huntington County Department of Health. The Department of Health is located in the Courthouse Annex at 354 N. Jefferson Street; (260) 358-4831.
5. New commercial structures which require access onto a new or existing public roadway are required to submit a copy of the approved drive cut permit from the appropriate agency having jurisdiction:
  - a. City of Huntington - Engineering Department: 300 Cherry Street, Huntington; (260) 356-1400
  - b. Huntington County - Highway Department: 1601 Riverside Drive, Huntington; (260) 358-4881
  - c. Indiana Department of Transportation - Fort Wayne Office: 5333 Hatfield Road, Fort Wayne; (260) 484-9541
6. New commercial structures are required to have a valid address assigned by the Department of Community Development & Redevelopment for emergency service/dispatch purposes. If a new address is required, the exact and final location of the proposed driveway must be clearly flagged/marked in order for a new address to be accurately determined. In addition, a copy of the approved drive cut permit (when required) must be submitted when requesting address assignment.

**PLEASE NOTE THE FOLLOWING REQUIREMENTS WHICH MAY APPLY:**

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1. Development Plan approval is required for all commercial construction activity (including new parking lots); please consult with the Department for more information about this requirement.
2. Only one primary structure is allowed per parcel of record.
3. Setbacks must be maintained from all property lines; you may need to join two or more parcels prior to permit approval.
4. Construction must be at least 10' from any water well or component of a septic system.
5. Other permits may be required for the following: Electrical permit, Plumbing permit, Sign permit, Fence permit.
6. Electrical permits may only be obtained by an electrician licensed by Huntington County.
7. Plumbing permits may only be obtained by a state licensed plumbing contractor.

**IMPORTANT INSPECTION INFORMATION**

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1. Inspections may be scheduled by calling the Department at (260) 356-5146 during normal business hours 8:00 am - 4:30 pm Monday through Friday (except holidays). The Department does **NOT** accept inspection requests by email, fax, or voicemail. You do not need to speak to an inspector to schedule an inspection, any member of the staff can assist you in scheduling.
2. Concrete inspections (footer, post hole, foundation, basement walls and slab) require a minimum of 4-hours notice. All other inspections require a minimum of 24-hours notice.
3. Failure to call for a required inspection will result in the assessment of fines/penalties. You may also be required to undo already completed work so that code compliance may be verified by the inspector.
4. If an inspection is failed/denied by the inspector, a re-inspection fee may be assessed and you will be required to schedule a new inspection appointment.

**THE ISSUANCE OF A PERMIT SHALL NOT AUTHORIZE THE VIOLATION OF ANY PROVISION OF THE BUILDING CODE, ELECTRICAL CODE, PLUMBING CODE, ZONING CODE, OR ANY OTHER APPLICABLE CODE OR REGULATION.**