



Application for a Building Permit

Paper applications will be accepted by the Office of Planning, Preservation, and Design; however, electronic submissions through our Permit Portal are preferred. This application can be submitted electronically at www.madison-in.gov/reporting.

Residential Application Fee	\$50.00
Residential New Structure	+ \$0.10 per sq ft
Residential Remodel	+ \$0.10 per sq ft
Commercial Application Fee	\$100.00
Commercial New Structure	+ \$0.10 per sq ft
Commercial Remodel	+ \$0.10 per sq ft

Purpose: Per the City of Madison Building Regulations Ordinance, no building permit shall be issued for the foregoing purposes, unless the application for a permit is accompanied by a plat or sketch of the proposed location showing lot boundaries, and by plans and specifications showing the work to be done.

For commercial structures, a copy of a construction design release, issued by the State Building Commissioner and the State Fire Marshal pursuant to IC 22-15-3-1 and a complete set of plans, identical to those released for construction by the Indiana Department of Fire and Building Services, shall be provided to the Building Inspector before issuance of a permit for construction covered by such design release. A storm water drainage plan prepared by a design professional, as defined in 675 IAC 12-6-2, section 2(d) of the Indiana General Administrative Rules, shall be submitted to the Building Inspector and the Plan Commission.

This application must be filed prior to work beginning on a property located within the City of Madison. All contractors and subcontractors must be registered with the City of Madison. This can be done by filing an application for General and Specialized Contractor's Registration.

APPLICANT INFORMATION

Date: _____

Property Owner(s) Name: _____

Business Name: _____

Mailing Street Address: _____

City: _____ State: _____ Zip: _____

Phone (Preferred): _____ Phone (Alternate): _____

Email: _____

Project Street Address: _____

Project Parcel ID Number (obtained from the office): _____

Project Contact Name: _____ Project Contact Phone #: _____

Sq. Ft. of Building: _____ Proposed Use: _____

PROJECT TYPE

☐ Commercial Project

☐ Residential Project

BUILDING TYPE

- ☐ Accessory Building
- ☐ Addition
- ☐ Electric Service
- ☐ HVAC
- ☐ New Structure

- ☐ Plumbing Service
- ☐ Remodel
- ☐ Sign
- ☐ Other: _____

811 Confirmation #: _____ Cost of Construction: _____

Construction Design Release Project #: _____ Construction Design Release Date: _____

Acreage to be disturbed: _____

If any of the following approvals are required, please provide approval date(s) –

Historic Board Approval – Date Received: _____

Board of Zoning Appeals Approval – Date Received: _____

Plan Commission Approval – Date Received: _____

Construction Stormwater General Permit (CSGP) – Date Received: _____

Please provide the business name or name of the contractor who will be performing the work on this project.

Cabinet Contractor	_____
Closet, Shelving & Mirror	_____
Concrete Contractor	_____
Drywall Contractor	_____
Electrical Contractor	_____
Excavating Contractor	_____
Fencing Contractor	_____
Finish Carpenter	_____
Fire Protection Contractor	_____
Fireplace Contractor	_____
Flooring Contractor	_____
Foundation Contractor	_____
Framing Contractor	_____
General Contractor	_____
HVAC Contractor	_____
Insulation Contractor	_____
Masonry Contractor	_____
Painting Contractor	_____
Plaster Contractor	_____
Plumbing Contractor	_____
Pool Installer	_____
Refrigeration Contractor	_____
Replacement Window Contractor	_____
Roofing Contractor	_____
Siding Contractor	_____
Sign Contractor	_____
Waterproofing Contractor	_____
Other	_____

I certify that the information provided in this application is true and accurate to the best of my ability.

Date

Signature of Applicant

COMMERCIAL CONSTRUCTION AUTHENTICATION AGREEMENT

As the person eligible and/or responsible for obtaining a local building permit or permits as required in section 150.20 – 150.24, as well as other applicable sections of the City of Madison Building Code, and based upon information contained within these plans, I certify that these plans are a full inclusion of the planned construction. I also understand if it is determined that these plans are not identical to construction, all permits obtained may be revoked as stated in Section 150.21 of the City of Madison Building Code.

Further, it is my responsibility to submit supplemental plans as approved by the Indiana Department of Homeland Security, Building Division, to the Plan Commission office in the event of any changes, corrections, or additions made concerning the project and/or use of structure in accordance with Construction Design Release and Building Permit. And that no work may proceed with affected sections until such plans are filed with the Building Inspector.

Applicant - Initial all aspects included in project and provided to this office:

- ☐ Site Plan
- ☐ Footer
- ☐ Framing
- ☐ Electrical
- ☐ Plumbing
- ☐ Insulation
- ☐ HVAC
- ☐ Life Safety

(Authorized Signature)

(Date)

(Print Name)

(Project Name)

COMPLETED BY PLANNING OFFICE

Permit #: _____

Application Accepted on: _____

Application Approved on: _____

Building Permit Fee: _____

Zoning: _____

Application Accepted by: _____

Application Approved by: _____

Documentation Review (Completed by Planning Office)

☐ Application is complete

☐ Site Plan

☐ Elevations

☐ Footer or Foundation Plan

☐ Framing Plan

☐ Electrical Plan

☐ Plumbing Plan

☐ HVAC Plan

☐ Contractor Reg. & Ins. Verified

☐ Board Approvals Verified

☐ Use Verified with Zoning Ord.

☐ ADA Parking Plan Approved/Submitted