



Application for a Commercial Foundation Permit

Application Fee \$100.00

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](http://www.madison-in.gov/reporting).

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. **This application is to complete the foundation of a new residential structure prior to submitting plans for the complete construction.**

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, and 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 INFORMATION**

Project Street Address: \_\_\_\_\_

Project Parcel ID Number (obtained from the office): \_\_\_\_\_

Project Contact Name: \_\_\_\_\_ Project Contact Phone #: \_\_\_\_\_

**PROJECT INFORMATION CONTINUED**

Sq. Ft. of Building: \_\_\_\_\_ Proposed Use: \_\_\_\_\_  
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.**

Concrete Contractor \_\_\_\_\_  
Excavating Contractor \_\_\_\_\_  
Foundation Contractor \_\_\_\_\_  
General Contractor \_\_\_\_\_  
Masonry 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

\_\_\_\_\_  
(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

\_\_\_ Footer or Foundation Plan

\_\_\_ Contractor Reg. & Ins. Verified

\_\_\_ Board Approvals Verified

\_\_\_ Use Verified with Zoning Ord.

\_\_\_ ADA Parking Plan Approved/Submitted