

**TOWN OF TRAFALGAR**

**COMMERCIAL BUILDING PERMIT APPLICATION**

**LOCATION OF WORK:**

Address: \_\_\_\_\_  
Subdivision: \_\_\_\_\_  
Section: \_\_\_\_\_ Lot: \_\_\_\_\_

**GENERAL CONTRACTOR (if applicable)**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone# \_\_\_\_\_

**SITE CONTRACTOR (if applicable)**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone# \_\_\_\_\_

**NATURE OF WORK (circle all that apply)**

Building      Site Work Only

**TYPE OF STRUCTURE: (circle one)**

Primary Structure      Accessory Structure

**TYPE OF USE: (circle one)**

Single-Family Residential      Commercial  
Multi-Family Residential      Other

**APPLICANT: (required)**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone# \_\_\_\_\_

**PROPERTY OWNER (required)**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone# \_\_\_\_\_

**DESCRIPTION OF WORK:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

VALUE OF CONSTRUCTION \$ \_\_\_\_\_  
GROSS FLOOR AREA (SQFT) \_\_\_\_\_  
LIVING AREA (SQFT) \_\_\_\_\_  
HEIGHT OF TALLEST POINT (FT) \_\_\_\_\_  
AREA OF LAND (Acres) \_\_\_\_\_  
REMODEL/ADDITION (SQ FT) \_\_\_\_\_

**DOCUMENTS NEEDED: The following documents must accompany this application:**

- (1) Site Location Map      (2) Site Plan      (3) Waste Disposal Verification- if applicable      (4) Use Description
- (5) Dwelling Units-if applicable      (6) Construction Design Release -Non Residential      (7) Plan Authentication Form -Non Residential      (8) Set of Construction Plans - 2 sets for Non Residential

Certification: The undersigned affirms under the penalties for perjury that (1) The foregoing representations are true and correct. (2)The required plot plan and construction plans are complete and accurate. (3)Applicant will be responsible for all applicable laws and ordinances. (4)Applicant understands that approval of the plans and issuance of permits does not obviate the need to comply with applicable laws and ordinances. (5)Applicant agrees to hold harmless and indemnify the Town of Trafalgar, Indiana for any losses, claims, or liability resulting from the undersigned, his/her agent, principle, contractor, subcontractor, or supplier's errors of omission and/or commission.

**APPLICANT'S NAME (PRINT)** \_\_\_\_\_ **PHONE #** \_\_\_\_\_

**APPLICANT'S SIGNATURE & DATE** \_\_\_\_\_

## **TOWN OF TRAFALGAR**

### **COMMERCIAL BUILDING PERMIT CHECKLIST**

- **Builder/Contractor current Bond and License with Town of Trafalgar on file (Bond of \$20,000 and Town License Fee of \$100)**
- **All Building Permit applications must include the following items:**
  - A site plan, drawn to scale, including the following information:**
    - The dimensions of the lot
    - The names and right of way width of all adjacent streets and alleys
    - All easements and required building setback lines
    - All existing and proposed utilities
    - All existing buildings on the property with dimensions
    - The zoning of the property
    - All the land and floor elevations
    - The lot number and subdivision or legal description
    - Sidewalk placement and width
    - A north arrow
- **Two sets of construction drawings, including the following information (if in a subdivision, Plans must be approved by Homeowners Association and/or Developer):**
  - A Foundation Plan
  - A Floor Plan
  - Building Elevations
  - An Electrical Plan (layout, service size and location)
  - A Plumbing Plan (fixture placement, hot water heater, lateral location)
  - An HVAC Plan
  - A Wall Section detail showing all material
  - A Roof Framing detail (pitch, materials, spans, and layout)
  - All engineered products must be documented and certified with an Indiana Registered Engineer Stamp
- **A completed Building Permit Application**
- **Design Release Form from Indiana Dept. of Homeland Security**
- **Plan Authentication Certificate & completed Plan Authentication Certificate and Agreement form**
- **Please note that when the permit is picked up the permit fee, sewer tap fee and water hook up fee (if applicable ) are to be paid in full to the Town of Trafalgar**

