

**Department of Planning &
Community Development**
CITY OF CRAWFORDSVILLE

Operating Procedure for New Construction Commercial Projects

In order to obtain a building permit for a commercial new construction, addition or remodel the following must be completed:

1. Contact the Department of Planning & Community Development to describe your project.
2. Determine whether the property is properly zoned or whether Plan Commission or Board of Zoning Appeals approval is needed.
3. Schedule a meeting with the Technical Advisory Committee (TAC)
4. Send copies of the site plan and construction plans to all TAC members at least 2 weeks prior to the scheduled TAC meeting for review
5. Submit copies of the following (*if applicable*)
 - State Design Release
 - IDEM permit
 - Rule 5 approval
 - INDOT permit
6. Attend the TAC meeting
7. Once all issues with the Technical Advisory Committee are satisfied, submit a permit application to the Department of Planning & Community Development with the following:
 - Complete application
 - Complete set of construction plans (3 full sets for Planning Dept.)
 - Complete site plan
 - Storm Water Review Application
 - Complete Subcontractor listing
8. The Department of Planning & Community Development will review the application permit form along with the final set of plans to ensure all issues have been satisfied. Once the permit application has been approved the permit may be issued. Planning staff will complete the permit and figure the fees associated with your project. Planning staff will contact you with the approval and the fee for your project. You may pay for and pick up your permit. Office hours are 8:00 a.m. to noon and 1:00 p.m. to 4:00 p.m. Monday thru Friday unless otherwise scheduled in advance. Permits may also be mailed out to the applicant or owner, if requested, upon receipt of your payment.
9. Inspections will be scheduled by the owner or applicant directly with the City Building Inspector (see attached form for required inspections).
10. Once the final inspection has been completed, a certificate of occupancy will be issued by the Department of Planning & Community Development. A copy will be mailed to the owner and the applicant of each permit.
OCCUPANCY AND/OR USE OF THE PROJECT IS PROHIBITED UNTIL A CERTIFICATE OF OCCUPANCY HAS BEEN ISSUED.