

Department of Planning &  
Community Development  
CITY OF CRAWFORDSVILLE

**Operating Procedure for Opening or Moving a Business in an Existing Building  
(without construction)**

In order to open or move a business within the City of Crawfordsville the following must be completed if construction is *NOT* taking place:

1. Contact the Department of Planning & Community Development to describe the situation.
2. Determine whether the property is properly zoned or whether Plan Commission or Board of Zoning Appeals approval is needed.
3. Submit a permit application to the Department of Planning & Community Development with the following:
  - Complete application requesting a “Change of Occupancy”
  - Complete a sign permit application with the following
    - Site plan with dimensions
    - Building Elevation Plan with sign placement
    - Drawing to scale of each sign with dimensions
4. Chief Fire Inspector and City Building Inspector will complete required inspections.
5. The Department of Planning & Community Development will review the sign permit application to ensure all building requirements have been satisfied.
6. 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 payment.
7. 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.**