

Town of Munster **CLASS 1 PERMIT & PLAN APPLICATION ~ NEW CONSTRUCTION & ADDITIONS**
Community Development ~ Building, Zoning & Code Enforcement ~ 1005 Ridge Rd. ~ Munster, IN 46321
Phone 219-836-6990 ~ Fax 836-6542 ~ Email @ communitydevelopment@munster.org

TYPE OR PRINT IN INK

PERMIT #: _____

The undersigned certifies that the owner of record authorizes the proposed project and that the undersigned has been authorized by the owner to make this application as the authorized agent and agrees to conform to all applicable laws of this jurisdiction.

Applicant's Signature: X _____ Date: _____

Applicant's Title: _____ Email: _____

Project Address: _____ Zoning District: _____

Project Name/Occupant: _____ Ownership: _____ Private / _____ Public

Lot Dimensions: _____ Lot #: _____ Subdivision: _____

Owner: _____ Email: _____

Address: _____ Cell #: _____

_____ Office #: _____

General Contractor: _____ Email: _____

Address: _____ Cell #: _____

_____ Office #: _____

Contact Name: _____ Title: _____

Email: _____ Cell #: _____ Office #: _____

Design Professional: _____ Indiana Registration #: _____

Address: _____ Email: _____

_____ Office #: _____

PROPOSED USE

___ Multi-Unit Residential ___ Hotel/Motel ___ Amusement/Recreational ___ Assembly/Church ___ Business Offices

___ Foundation Only ___ Manufacturing ___ Medical/Institutional ___ Public Utility/Use ___ Service/Repair Garage

___ School/Educational ___ Store/Retail/Mercantile ___ Tank/Tower ___ Other: _____

STRUCTURE DETAILS

Gross Sq. Ft.: 1st Floor @ _____ 2nd Floor @ _____ 3rd Floor @ _____ 4th Floor @ _____

Garage @ _____ Unfinished Basement @ _____ Finished Basement @ _____

Actual Building Setbacks: Front @ _____ Rear @ _____ Sides @ _____ & _____ **Building Height:** _____

Foundation Type: ___ Basement ___ Half-Basement ___ Crawlspace ___ Slab ___ Post/Pier

Structure Type: ___ Wood Frame ___ Structural Steel ___ Precast ___ Reinforced Concrete ___ LG Steel Framing

MEP DETAILS

How Many?: ____ Heat Unit(s) ____ Cooling System(s) ____ Water Heater(s) ____ Sump/Ejector Pit(s)
____ Elevator(s) ____ People Lift(s) ____ Compressor(s) ____ Hydraulic Lift(s) ____ Fire Sprinkler Head(s)
____ Fire Alarm System(s) ____ Type I/II Hood System(s) ____ Exhaust Fan(s) ____ Boiler System(s)
____ Water Closet(s) ____ Urinal(s) ____ Bidet(s) ____ Lavatory(ies) ____ Sink(s) ____ Bathing Tub(s)
____ Shower(s) ____ Drinking Fountain(s) ____ Hose Bib(s) ____ Clothes Washer(s) ____ Dishwasher(s)
____ Water Meters; ____ 1" ____ 1-1/2" ____ 2" ____ 3" ____ 4" Other: _____

FIRM DETAILS

Hazard Area: __ Yes / __ No **Base Flood Elevation:** _____ **Lowest Floor Elevation:** _____

CONSTRUCTION COST: \$ _____ **EST. CONSTRUCTION TIME:** _____

SUBCONTRACTOR LIST

Trade:	Company Name:	Contact Name & Cell #:	Registration #:
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

PLAN AUTHENTICATION AGREEMENT

~ This Agreement shall be signed for all Class 1 projects requiring State Design Release ~

As the person eligible and responsible for obtaining a permit or permits as required in Section 105 of the Indiana Building Code, and based upon the information obtained within these plans, I certify that these plans are identical to those released for construction by the Indiana Department of Homeland Security, Division of Fire Safety/Plan Review. I also understand that if it is determined that these plans are not identical, all permits obtained as a result of the submittal shall be revoked as stated in Section 105 of the Indiana Building Code.

Authorized Signature: **X** _____ Date: _____

APPLICATION SUBMITTAL REQUIREMENTS

- **Building Plans** – PDF and one large full set of plans; foundations, floor plans, elevations, wall sections, electrical, plumbing, mechanical, insulation, including Site Plan and Landscape Plan
 - **Plat of Survey** – signed and stamped by an Indiana Licensed Land Surveyor
 - **Detailed Site Plan** – including setbacks, drainage, sidewalks, parking, and erosion control measures (MS4 – SWP3)
 - **Landscape Plan** – species list and planting details
 - **State of Indiana Construction Design Release(s)**
 - **Signed Plan Authentication Agreement** – above
 - **Excavation & Site Work Permit Application** – when applicable
 - **Completed Class 1 Permit Application** – including energy code compliance report/COMcheck
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~ OFFICE USE ONLY ~

PLANNING & ZONING DIVISION

Reviewer: _____ Title: _____ Date Reviewed: _____

CURRENT PROPERTY DETAILS

Use/Occupancy: _____ Zoning: _____ Site Plan Review on File: Y / N
Setbacks: Front _____ Rear _____ Sides _____ & _____ Lot Coverage: _____ % # of Units: _____ Bldg. Height: _____
Lot Size: _____ Sq. Ft. Lot Dimensions: _____ X _____ Existing Green Space: _____ % Parking: _____
Parking Surface: _____ Tree Survey/Inventory: _____ Pathway(s): _____ Landscape Plan on File: Y / N

PROPOSED PROPERTY DETAILS

Use/Occupancy: _____ Zoning: _____ Site Plan Review Required: Y / N
Setbacks: Front _____ Rear _____ Sides _____ & _____ Lot Coverage: _____ % # of Units: _____ Bldg. Height: _____
Lot Size: _____ Sq. Ft. Lot Dimensions: _____ X _____ Total Green Space: _____ % Parking: _____
Parking Surface: _____ Street Frontage Width: _____ Pathway Plan: _____ Landscape Plan Approval: _____
Variance: _____ Use Variance: _____ Special Exception: _____ PUD: _____

Comments: _____

BUILDING & CODE ENFORCEMENT DIVISION

PERMIT RELEASED

PERMIT DECLINED

Reviewer: _____ Title: _____ Date Reviewed: _____

Comments: _____

PERMIT FEE: \$ _____