

*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](mailto: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.:** 1<sup>st</sup> Floor @ \_\_\_\_\_ 2<sup>nd</sup> Floor @ \_\_\_\_\_ 3<sup>rd</sup> Floor @ \_\_\_\_\_ 4<sup>th</sup> Floor @ \_\_\_\_\_

Garage @ \_\_\_\_\_ Unfinished Basement @ \_\_\_\_\_ Finished Basement @ \_\_\_\_\_

**Actual Building Setbacks:** Front @ \_\_\_\_\_ Rear @ \_\_\_\_\_ Sides @ \_\_\_\_\_ & \_\_\_\_\_ **Building Height:** \_\_\_\_\_

**Foundation Type:** \_\_\_ Basement \_\_\_ Half-Basement \_\_\_ Crawspace \_\_\_ 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: \_\_\_\_\_

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**FIRM DETAILS**

**Hazard Area:** \_\_\_ Yes / \_\_\_ No **Base Flood Elevation:** \_\_\_\_\_ **Lowest Floor Elevation:** \_\_\_\_\_

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

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**SUBCONTRACTOR LIST**

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

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**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: \_\_\_\_\_

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**APPLICATION SUBMITTAL REQUIREMENTS**

- o **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
  - o **Plat of Survey** – signed and stamped by an Indiana Licensed Land Surveyor
  - o **Detailed Site Plan** – including setbacks, drainage, sidewalks, parking, and erosion control measures (MS4 – SWP3)
  - o **Landscape Plan** – species list and planting details
  - o **State of Indiana Construction Design Release(s)**
  - o **Signed Plan Authentication Agreement** – above
  - o **Excavation & Site Work Permit Application** – when applicable
  - o **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: \$** \_\_\_\_\_