



*Commercial  
Requirements  
Packet*

*New  
Construction*

*Additions*

*Remodels*

*Accessory  
Structures*

*Sheridan, Indiana*

*Hamilton County*

Town of Sheridan  
506 S. Main Street  
Sheridan, IN 46069  
317-758-5293  
FAX: 317-758-2505

**Needed Information  
For All Commercial (Office, Retail, Manufacturing, Multi-Family)  
Permits**

1. One copy completed, signed, and dated application.
2. One copy State Plan Release. Construction Design Release (CDR) from Indiana Department of Homeland Security. (IDHS)
3. One copy legal description / survey of property.
4. One copy area location map – which can be purchased at the Hamilton County Tax Map office (indicate property affected).
5. One copy of site plan showing set back or proposed structure from property lines, all existing structures on site, easements, adjacent roads, well, septic system, site landscaping, etc.
6. One complete set of construction documents. Drawing and Specifications.
7. One Copy of drainage plans stamped / dated approved by County Surveyor.
8. One copy of parking plan / circulation plan, showing public road improvements, dedicated right-of-ways, number of parking spaces, size of parking spaces, direction traffic flow, etc. (Formal traffic study may be required).
9. One copy of approved septic permit (if in County).
10. Water and Sewer Permits (if in Town Limits).
11. One copy of Hamilton County Highway Road cut permit (if in County – State INDOT Permit if on State Highway).
12. Curb Cut Permit (if in Town).
13. Additional information may be required depending on size of project.
14. Designed and Built to International Building Codes and/or all Local Building Codes.
15. Knox Box required and location shown on drawings (Purchased from local Fire Department).
16. Hamilton County Soil and Water Conservation approval.

**SHERIDAN PLAN COMMISSION**

506 South Main Street  
 Sheridan, Indiana 46069  
 Phone: 317-758-5293

Construction of Project shall start within six (6) months of date of this permit or permit shall expire, otherwise permit is good for a total of 24 months.

- DEMOLITION ONLY
- BUILDING PERMIT APPLICATION
- IMPROVEMENT LOCATION PERMIT
- POOL PERMIT

Certificates of Occupancy shall be issued prior to use and/or occupancy of all structures covered by this permit.

TOWNSHIP: \_\_\_\_\_  
 TOWN: \_\_\_\_\_

- Full Release
- Conditional Release
- Foundation Only
- Structure Only
- Electrical Only

PERMIT NO. \_\_\_\_\_  
 Fee: \_\_\_\_\_  
 No. of Drawings Attached: \_\_\_\_\_  
 Approved By: \_\_\_\_\_  
 Date: \_\_\_\_\_

Zoning \_\_\_\_\_ Subdivision \_\_\_\_\_ Lot No. \_\_\_\_\_ Flood Plain Elev. \_\_\_\_\_  
 District: \_\_\_\_\_ Name: \_\_\_\_\_ Structure Elev. \_\_\_\_\_  
 Size of Property: \_\_\_\_\_ Map No. \_\_\_\_\_

Project Address \_\_\_\_\_  
 Owner's Name \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Builder's/  
 Contractor's Name \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Arch./Eng. Name \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Registration No. \_\_\_\_\_ License No. \_\_\_\_\_ Bond: \_\_\_\_\_

Existing Land Use: \_\_\_\_\_

**OTHER APPROVALS REQUIRED:**  
 Septic/Sewer Permit No. \_\_\_\_\_  
 Well or Water Permit No. \_\_\_\_\_  
 Road Cut Permit No. \_\_\_\_\_  
 Previous Permit No. \_\_\_\_\_  
 Drainage/Surveyor \_\_\_\_\_  
**CONDITIONS:**

**TYPE OF PERMIT**

<input type="checkbox"/> Improvement Location	<input type="checkbox"/> Retail Commercial
<input type="checkbox"/> Single Family	<input type="checkbox"/> Office
<input type="checkbox"/> Duplex	<input type="checkbox"/> Manufacturing
<input type="checkbox"/> Multi-Family	<input type="checkbox"/> Warehouse

---

**TYPE OF PERMIT**

<input type="checkbox"/> New Structure	<input type="checkbox"/> Primary Agr. Bldg.
<input type="checkbox"/> Addition	<input type="checkbox"/> Finish Tenant Space
<input type="checkbox"/> Garage	<input type="checkbox"/> Site-Land Improvements
<input type="checkbox"/> Structural Alternation	<input type="checkbox"/> Home Occupation
<input type="checkbox"/> Swimming Pool	<input type="checkbox"/> Accessory Structure
	<input type="checkbox"/> Other _____

Proposed Land Use: \_\_\_\_\_

**BUILDING INFORMATION:**  
 Total Square Feet Including Basement: \_\_\_\_\_ Stories Above Ground: \_\_\_\_\_  
 Type of Construction \_\_\_\_\_ Wood \_\_\_\_\_ Masonry \_\_\_\_\_ Metal \_\_\_\_\_ Post/Beam  
 Roof Truss Manufactured \_\_\_\_\_ Yes \_\_\_\_\_ No Truss Supplied by: \_\_\_\_\_  
 Type of Heat \_\_\_\_\_ Gas \_\_\_\_\_ Electric \_\_\_\_\_ Geo Thermal \_\_\_\_\_ Solar \_\_\_\_\_ Wood  
 Type of Water Heater \_\_\_\_\_ Gas \_\_\_\_\_ Electric \_\_\_\_\_ Geo Thermal \_\_\_\_\_ Solar  
 \_\_\_\_\_ Central Air Conditioning \_\_\_\_\_ Patio/Deck (Type)  
 \_\_\_\_\_ Fireplace \_\_\_\_\_ Gas \_\_\_\_\_ Wood Burning \_\_\_\_\_ Electric  
 \_\_\_\_\_ Basement \_\_\_\_\_ Garage (No Bays)

**CERTIFICATE AND NOTICE OF INTENT TO COMPLY**  
 I hereby certify that I have the authority to make the foregoing application that the application is correct and that the construction will conform to the regulations in the Building Code, the Zoning Ordinance, or private restrictions, if any, which may be imposed on the above property by deed.

\_\_\_\_\_  
 Signature of Person Responsible  
 \_\_\_\_\_  
 Pool-Home Owner  
 \_\_\_\_\_  
 Date