



## PERMIT PROCEDURES FOR COMMERCIAL CONSTRUCTION

Indiana Department of Environmental Management (IDEM) requires all facilities scheduled for renovation or demolition must be inspected by an Indiana-licensed asbestos inspector prior to the start of any renovation or demolition activities for the presence of asbestos. Please call IDEM at 888-574-8150 or refer to their website at <http://www.in.gov/idem/6687.htm> for more information on asbestos compliance requirements.

The **general contractor** must submit the following to the City of Hobart's Building Department for permit review once the site plan has been approved:

- **Application for Zoning Review** – This is not required if business is remodeling same location for which they already have a certificate of occupancy.
- **State of Indiana Construction Design Release** (800-423-0765)
- **One complete set of prints** in PDF format either on CD or e-mailed to [permits@cityofhobart.org](mailto:permits@cityofhobart.org)
- **Three sets of stamped prints** (including mechanicals & site plan)
- **Commercial Construction Application**
- **Copy of fully executed construction contract/work order**
- **Subcontractor List**
- **Letter of Approval/Tap Receipt from Merrillville Conservancy District** (if applicable) (219-980-5220)
- **Letter of Approval from Indiana State Department of Health** (if Septic)

Please allow up to two weeks for plan review by the Building Department. If a **Stormwater Permit** is required, it must be obtained prior to receiving the **Building Permit**. Please contact the HSD Coordinator, at (219) 942-3619, if you have questions regarding the Stormwater Permit.

The general and subcontractors must be licensed within the City of Hobart. If you have any questions regarding licensing/testing procedures, please contact the Building Department at (219) 942-1722. Any type of new commercial construction (including additions) requires a General Commercial Contractors License. The City of Hobart also offers a General Commercial Remodel License for contractors doing interior remodeling only.

**Plumbing, HVAC and Electrical permits** must be obtained by the Plumbing, HVAC and Electrical contractors. These contractors are also responsible for calling in their own inspections.

In addition to the above mentioned permits, the following may also be required based on scope of work:

- |                            |  |  |
|----------------------------|--|--|
| ▪ Certificate of Occupancy | ▪ Sewer Permit   | ▪ Tap Permit (if Hobart Sanitary District) |
| ▪ Abatement Fee            | ▪ Sign Permit  | ▪ Sprinkler Permit                         |
| ▪ Fire Alarm Permit        | ▪ Demo Permit  | ▪ Construction Trailer Permit              |
| ▪ Street Cut Permit        | ▪ Installation or Removal of Underground Storage Tank Permit |  |

Building Permit fees for new commercial construction are calculated based on the City's fee schedule. Construction value is determined by the International Code Council's Building Valuation Data table using the construction type and occupancy classification as listed on the State of Indiana Construction Design Release.

**If you have any questions, regarding what permits pertain to your project, please contact the Building Department at (219) 942-1722.**



### COMMERCIAL CONSTRUCTION APPLICATION

Date: \_\_\_\_\_ Application is for :  New Construction/Addition  Remodel/Build Out

Property Owner: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Job Site Address: \_\_\_\_\_

General Contractor: \_\_\_\_\_ Office Phone # \_\_\_\_\_

Contact Name: \_\_\_\_\_ Cell Phone # \_\_\_\_\_

**Describe project details:** (Must include brief description of construction, square footage, etc.).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Does this project involve excavating/removal of material? Yes / No If so, how many cubic yards? \_\_\_\_\_

Where is the exact location that the excavated material will be taken? \_\_\_\_\_

Does this project involve adding fill to job site? Yes / No If so, how many cubic yards? \_\_\_\_\_

(For additional information, please refer to Chapter 150 of the Municipal Code.)

**TOTAL PROJECT COST:** \_\_\_\_\_

(Total cost includes structural, electrical, plumbing, mechanical, interior finish, normal site prep, architectural & designs fees, overhead & profit.)

I confirm that the plans submitted to the City of Hobart Building Department are identical to the plans submitted to the State of Indiana for the Construction Design Release. I confirm that these plans also reflect the exact specifications as approved by the City of Hobart Planning Commission. I have been informed that Indiana Department of Environmental Management (IDEM) requires all facilities scheduled for renovation or demolition to be inspected by an Indiana-licensed asbestos inspector prior to the start of any renovation or demolition activities for the presence of asbestos. I agree to comply with all asbestos compliance requirements.

Signature of General Contractor: \_\_\_\_\_

\_\_\_\_\_

#### CHECK LIST FOR BUILDING DEPARTMENT OFFICE USE ONLY:

- |  |   |
|--|---|
| <input type="checkbox"/> Application for Zoning Review         | <input type="checkbox"/> Construction Design Release Project # _____              |
| <input type="checkbox"/> Three complete sets of stamped prints | <input type="checkbox"/> One set of electronic prints in PDF format: cd or e-mail |
| <input type="checkbox"/> Commercial Construction Application   | <input type="checkbox"/> Subcontractor List                                       |
| <input type="checkbox"/> MCD Sewer or State Septic Approval    | <input type="checkbox"/> Copy of fully executed construction contract/work order  |
| <input type="checkbox"/> Other: _____                          |   |



### SUBCONTRACTORS LIST

(General and Subs must ALL be licensed in the City of Hobart.)

Date \_\_\_\_\_ Job Site Address \_\_\_\_\_

General \_\_\_\_\_

Excavator \_\_\_\_\_

Electrical \_\_\_\_\_

Plumbing \_\_\_\_\_

HVAC \_\_\_\_\_

Sewer \_\_\_\_\_

Framing \_\_\_\_\_

Concrete \_\_\_\_\_

Waterproofing \_\_\_\_\_

Roofing \_\_\_\_\_

Drywall \_\_\_\_\_

Siding \_\_\_\_\_

Brick Work \_\_\_\_\_

Painting \_\_\_\_\_

Gutters \_\_\_\_\_

Trim Work \_\_\_\_\_

Fire Alarms \_\_\_\_\_

Sprinklers \_\_\_\_\_

Others \_\_\_\_\_

**Electrical, Plumbing, HVAC, Sprinkler, Fire Alarm and Sign Contractors are all responsible for pulling their own permits.**

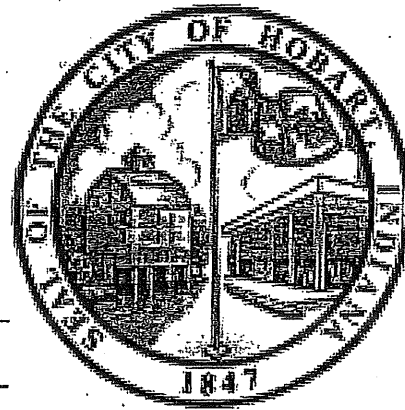
**\*\*\*Please fax any subcontractor changes to (219) 947-2314\*\*\***

Application for Zoning Review & Approval

414 N. Main St. Hobart, In 46432

(219) 942-7985

planning@cityofhobart.org



Applicant Information:

\_\_\_\_\_

Date: \_\_\_\_\_

Property Owners' Name: \_\_\_\_\_

Property Owners' Address: \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Tenant Information

Tenant's Name: \_\_\_\_\_

Tenants' Address: \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Business Location Address: \_\_\_\_\_

18 digit parcel number: \_\_\_\_\_

Previous Business Name: \_\_\_\_\_

Previous Business Use: \_\_\_\_\_

Proposed Business Name: \_\_\_\_\_

Description of use: \_\_\_\_\_

Number of Parking Spaces: \_\_\_\_\_ Zoning: \_\_\_\_\_

Proposed signage: \_\_\_\_\_

**This form is only for a zoning review and approval. Any questions in regard to a "Certificate of Occupancy", permits and/or inspections should be directed to the Building Department at 219-942-1722**

**To be approved by the City of Hobart Planning Staff**

Zoned Changed Required Yes \_\_\_\_\_ No \_\_\_\_\_ PLAN \_\_\_\_\_

Site Plan Approval Required Yes \_\_\_\_\_ No \_\_\_\_\_ PLAN \_\_\_\_\_

City Planner/Zoning Administrator: \_\_\_\_\_

## COMMERCIAL BUILDING INSPECTIONS

On site meeting before starting construction is always in order

Pre-pour concrete inspections are required

- a. Footings – Minimum of 8" x 16" with two ½" rods in residential buildings
- b. Walls
- c. Floors
- d. Slabs
- e. Curbs and gutters
- f. Sidewalks – Private and public
- g. Driveways

Pre-pour post hole inspections are required

- a. All decks
- b. Pole barn type constructions
- c. Pylon signs

Pre-backfill inspections are required

- |                               |   |
|-------------------------------|---|
| a. Sanitary sewer lines       | Call the Merrillville Conservancy District (MCD) or |
| b. Sanitary manholes          | the Hobart Public Works Department (a and b)        |
| c. Storm water lines          | Call the Hobart Building Department (c)             |
| d. Storm water manholes       | Call the Hobart Building Department (d)             |
| e. Water lines                |   |
| f. Culverts                   |   |
| g. All underground plumbing   |   |
| h. All underground electric   |   |
| i. All underground heating/ac |   |

Rough framing inspections on all interior construction before covering walls

- a. Electric
- b. Plumbing
- c. Heating/Ac
- d. Wall construction – (Building Dept.)
- e. Hand railings
- f. Decks

Fire walls and fire stops

Insulation inspections

- a. Foundation walls – R-10
- b. Crawl spaces – R-10
- c. Floors – Plastic visqueen and stone
- d. Outside walls – R-15
- e. Ceilings – R-30
- f. Basement walls – R-10

Ceiling grid inspection before panels are inserted

Decks and railings

Fences

Final inspection prior to occupancy

- a. Walk thru inside, looking at anything and everything
- b. Certain items to look for:
  1. Handicap bathrooms
  2. Bathroom exhaust fans
  3. Handicap signs on bathroom doors
  4. Exit doors
  5. Emergency lighting
  6. Exit lights
  7. Address numbers – 6 inch – Black – Front and back on commercial buildings
  8. Fire extinguishers
  9. Sprinkler system certified

Final inspection outside

- a. Site plan review
- b. Landscaping plan review
- c. Final grade
- d. Handicap parking
- e. Handicap ramps
- f. Handicap lines and ramps in blue paint
- g. Handicap signs
- h. An ADA inspection by a qualified ADA consultant if warranted
- i. Garbage/trash dumpster area
- j. Walk around looking at anything and everything

Final approval of streets, alleys, parking lots and drive-thru, etc.

This to be done by City Engineer

Final approval from the following before an occupancy permit can be issued

- a. Building Department
- b. Fire Department
- c. City Engineer
- d. City Planner
- e. Electrical Inspector
- f. Plumbing Inspector
- g. Heating/AC

The Building Inspector will make his final inspection after everyone else has completed and approved their inspections

Before an occupancy permit is issued, the City requires a letter from the Engineer/Architect stating that the building structure, sanitary/storm lines and sewer system, all road cuts and the site plan have been built as designed and approved.