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Town of Clarksville
Department of Building & Planning

Residential Remodel, Alteration, Repair, Replacement Permit Application

Incomplete application will not be processed

Date of Application _____ **Docket #** _____

SITE LOCATION

Site Address: _____

RESIDENTIAL (Remodel) BUILDING PERMIT INFORMATION

Description of Work: _____

Value of Construction: \$ _____

Gross Building Square Footage of Project: _____

PROPERTY OWNER

Owner Name: _____ Phone: _____

Mailing Address: _____

Name: _____ Phone #: _____

Address: _____

Homeowner Affidavit:

I hereby certify the work described on this permit application shall be installed **by myself in my own home** in which I am living. I will cooperate with the Clarksville inspector and assume the responsibility to arrange for necessary inspections.

Owner signature: _____ Date: _____

GENERAL CONTRACTOR INFORMATION

Company Name:: _____

Mailing Address: _____

Contact Person: _____ Phone: _____

Email Address: _____ Fax: _____

RESIDENTIAL PROJECT DESCRIPTION

Minor Remodel: Major Remodel: Plot/Site Plan:

Subcontractors:

Clarksville License Number

Electrical:		
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Plumbing:		
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HVAC:		
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I hereby state that the above is correct. I recognize that the approval of plans, issuance of a permit, or subsequent inspection approvals shall not be construed to allow violations of the code or other ordinances or laws enforced by the Town of Clarksville. I understand that incomplete applications will not be processed. I consent to provide entry to inspectors as set forth in the building code and to request inspections as required. All materials, drawings or documents submitted for this permit become public record and maybe release to the public. By signature below the signatory certifies and declares that he/she is either the Owner or the Authorized Agent of the owner of the property.

Signature: _____ **Print Name:** _____ **Date:** _____

OFFICIAL USE ONLY

Print name of Applicant or Agent _____ SIGNATURE: _____

Remarks: _____

Accepted: Rejected: Date: _____

Building Inspector _____

Flood Plain Administrator _____

Plans Checked _____

Residential Remodeling Permit Checklist

Submit two 11" x 17" copies of the plans with the items listed below for the type of permit you are applying for. If the drawings are larger than 11" x 17" submit one paper set and one PDF set. Complete all of the permit application including: Name, Address, application date and all of the contractor information that applies.

Minor Remodel:

- _____ Provide a floor plan showing what is there and what is changing i.e. (before and after plans)
- _____ Floor plan of the entire space showing all wall openings, stairs, doors, closets, and other spaces.
- _____ Label use of each room and space.
- _____ Identify all space to be included in the area you wish to remodel with this permit.
- _____ Fully dimension all spaces in area for permit.
- _____ Your subcontractor will need to provide electrical, plumbing, and mechanical layouts as applicable to this remodel
- _____ Show floor elevations at all exterior doors and interior doors that are part of the remodel. Landings at both sides of doors must be flush.

Check off list above and sign indicating submittal is complete

Applicant Signature

Major Remodel:

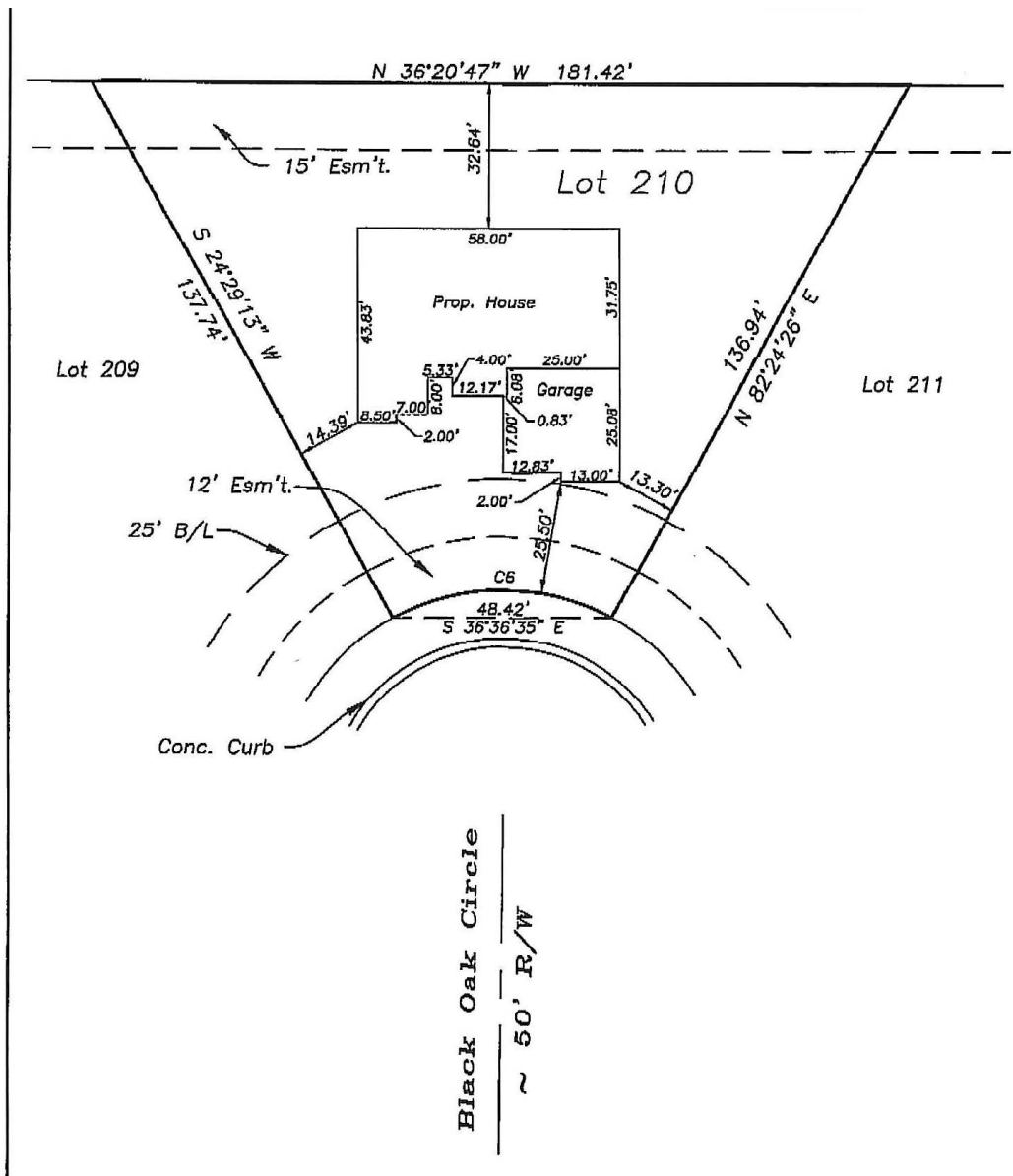
- _____ Plans must show structural walls, columns, and structural roof system that are within the space or at the boundaries of the space to be finished.
- _____ Identify building type of construction.
- _____ Your subcontractor will need to provide electrical, plumbing, and mechanical layouts as applicable to this remodel
- _____ Provide floor plan of space with all walls, stair, room, closets, halls, and other spaces.
- _____ Show uses of all rooms within the remodel space.
- _____ Show all exits and any elevation changes in the space and at all doors.
- _____ Second floors must be drawn and designed by an engineer.
- _____ Floor framing details
- _____ Roof and wall framing details
- _____ Foundation and footing details
- _____ Typical cross-sections through structure and stairways. This detail is vital in showing how the structure framework and connections will be accomplished in the structure, Additionally, stairway cross-sections answer questions on handrail and guard placement as well as rise, run and headroom height.
- _____ Plans for additions to existing structures detailing how the new addition will be attached to the existing structure.
- _____ GFCI protected outlets in garages, bathrooms, unfinished basements, mechanical rooms, and at front and rear of structure. Additionally, outlets on island and peninsular countertops. Information on exposed exterior outlets, as well as arc-fault protection information.
- _____ Attic and crawl space venting along with required details.
- _____ Attachment details for veneer (brick, stone, etc.) Details shall show proper flashing and weep holes.
- _____ A Plot/Site Plan is required, if additional square footage is added to primary structure. See Sample Plot Plan

Check off list above and sign indicating submittal is complete

Applicant Signature

SAMPLE PLOT PLAN

1. All four lot corners, lot lines and dimensions.
2. Location and name of streets or drives bordering the lot.
3. The size of the existing and proposed building(s); the location of driveways; and the location of all easement on the lot.
4. Setbacks of the building (and any proposed additions thereto) from the four lot lines and other existing structures. Setbacks must be taken from the closest point of the building to the closest point of the property line.
5. The plans must show the roof line as well as the foundation. Roof lines may not encroach into or over easements.



Residential Remodeling Submittal Guidelines

Definitions:

- A. Minor Remodels; Minor remodels are defined as projects which do not involve structural changes to the dwelling, relocation of walls (bearing or non-bearing), additional square footage or modifications to exterior walls (including new windows or doors). Generally they are limited to permits which only involve simple plumbing and electrical modifications associated with a minor project such as a kitchen or bathroom remodel.
- B. Major Remodels: Major remodels include any application which exceeds the guidelines above for minor remodels. These also include installation of skylights where the width of the skylight is greater than the spacing of roof supports.
- C. Examples of items which do not require a permit:
 - a) New roofing shingles with no change to the roof pitch
 - b) Window or door replacement if the opening is not enlarged
 - c) Repainting, re-glazing, re-caulking
 - d) Re-plastering, re-sheet rocking, or paneling on existing walls (an electrical permit is required if the exterior walls in a basement are paneled, sheet rocked or plastered or if existing walls are stripped of plaster and electrical upgrades are necessary)
 - e) Floor coverings
 - f) Rain gutters, soffit or fascia replacement
 - g) Painting, carpeting, wallpapering, new wood or vinyl flooring.

Processing of Applications:

- A. All remodeling applications must include a floor plan, a complete description of the scope of work and an estimate of the value of the work.
- B. Any questions as to whether or not the application is a minor remodeling or major remodeling should be addressed by the Plan staff.
- C. Minor remodeling applications may be process as "A" type permits by the Permit Specialists. Plans are not required other than a floor plan showing the work proposed.
- D. Major remodeling applications require the submission of complete plans in accordance with the residential plan checklist. All plans shall be referred to the Plan Check staff for review. Some plans may require engineering review based upon non-conventional construction, expansive soils, steep topography or other issues.

Inspection:

Building inspectors should be careful to determine the scope of work occurring during the inspection process. If the construction exceeds the scope of the permit, the applicant shall be directed to modify the building permit. The correction notice shall clearly state the type of work that has exceeded the scope of the permit so that the applicant and front counter staff are aware of what permit modifications are needed to bring the work into compliance. The correction notice should also give a clear period of time in which to bring the permits into compliance. The property owner should bring the correction notice to the office when obtaining revised permits for the work performed. Any change to the permit which affects clearances by other sections shall be routed to appropriate offices before the modifications to the building permit are approved.

If the work performed grossly exceeds the scope of the permit that was obtained, a stop work order may be appropriate. Any questions as to the appropriateness of posting a stop work order should be referred to the Building Inspection Supervisor. If the permittee does not respond to the correction notice or the stop work order, a referral shall be made to Code Enforcement for further action.

ORDINANCE NO. 2005-G-04

**AN ORDINANCE AMENDING ORDINANCE 2003-G-0-01
CONCERNING RATES AND FEES CHARGED BY
BUILDING COMMISSIONER'S OFFICE**

SECTION 1. Residential Structures:

- A. For a general building permit Office of the Building Commissioner's shall collect \$.10 per sq. ft. and \$20.00 per inspection.
- B. For residential electrical permits the Building Commissioner's Office shall collect at the rate of \$.35 per amp plus \$20.00 for each inspection; and \$25.00 for a temporary service.
- C. For residential heating and air conditioning systems the Building Commissioner's Office shall collect \$60.00 for each heating or air conditioning system in a new structure. This amount includes both the permit and the inspection fee. \$30.00 shall be collected for the permit and inspection of replacement heating or air conditioning system.
- D. For inspection of new or replacement residential water heaters, the Building Commissioner's Office shall collect \$25.00.
- E. For plumbing permits for residential structures the Building Commissioner's office shall collect \$30.00 for the first fixture, \$4.00 for each additional fixture.
- F. The Building Commissioner's Office shall collect \$100.00 for the issuance of a Certificate of Occupancy,
- G. The Building Commissioner's Office shall collect \$15.00 for a Use and Occupancy permit for a room addition.
- H. For an alteration to an existing residential structure which does not increase the square footage the Building Commissioner shall collect \$50.00 for the Building Permit and \$20.00 for each required inspection.

If the alteration of a residential structure increases the square footage of the structure, the Building Commissioner's Office shall collect \$50.00 plus \$.10 per square foot of the increase in square footage for the building permit and \$20.00 for each required inspection.