

Checklist/Instructions for New Structures - Commercial

Note: Before submitting the below permit applications, you will **first** need to go through **Technical Review**. Technical Review Applications must be submitted to Public Works & Utilities (1201 S. Nappanee Street, Elkhart, IN 46516). You can find the application and more information regarding the Technical Review Process via the following link: <https://elkhartindiana.org/wp-content/uploads/Technical-Review-Package-2024.pdf>.

- Required Application(s):
 - Building Permit: New Structures – Commercial**
 - Zoning Permit: New Structures – Commercial**

- Required Document(s):
 - Site Sketch:** submit a Site Sketch with the Zoning Permit application, showing where the structure will be on the property. You will need to include the dimensions of the structure and the distance between the structure and the property lines. You also need to show the location of all existing structures on the property.
 - Construction Plans/Drawings:** submit plans with the Building Permit application.
 - Indiana State Construction Design Release:** please submit your Indiana State Construction Design Release with the Building Permit application. To apply for a State Construction Design Release, please visit the State's website (<https://www.in.gov/dhs/building-plan-review/>).

- Additional Information/Requirements:
 - Plan Review:** your applications and documents will be reviewed by Permit Center Staff and then submitted to Plan Review. Plan Review occurs every Friday. Once reviewed, you will receive notification by email if your plans have been approved or if additional information is needed.