

# COMMERCIAL BUILDING PERMIT REQUIRED ITEMS

*Columbus/Bartholomew County*  
*Department of Technical Code Enforcement*  
440 Third Street, Room 302, Columbus, IN 47201  
812-379-1535

## REQUIRED FOR NEW BUILDINGS OR ADDITIONS

- \_\_\_\_\_ A. **Zoning Compliance Certificate (ZCC)**- from the Columbus/Bartholomew County Planning Department located in Columbus City Hall, 123 Washington Street, Columbus, IN 47201. 812-376-2550.
- \_\_\_\_\_ B. **State Design Release**- as required by 675 IAC 12-6-3 (for exemptions see 675 IAC 12-6-2 and 12-6-4). For additional information contact the Indiana Department of Homeland Security, 402 Washington St., Room 245, Indianapolis, IN 46204 at 317-232-1431. **[ANY RELEASES NOT SUBMITTED WITH THE ORIGINAL APPLICATION MAY REQUIRE SEPARATE PERMITS WITH ADDITIONAL FEES i.e. sprinkler, hood, electric, alarm, etc.]**
- \_\_\_\_\_ C. **Site Plan**- must include the seal of the design professional responsible for the contents of the drawing and be the same as that submitted to the Planning Department.
- \_\_\_\_\_ D. **Plan Authentication Affirmation**- All information must be provided including original signatures. Contact Code Enforcement office for form.

## ALL PROJECTS (ZCC required for all “Change of Occupancy/Use”)

- \_\_\_\_\_ E. **Commercial Building Permit Application**- All applicable information must be provided. Contact Code Enforcement office for form.
- \_\_\_\_\_ F. **One set of Plans/Prints**- PLANS MUST BE THE SAME AS THOSE SUBMITTED TO THE STATE FOR THE DESIGN RELEASE.
- \_\_\_\_\_ G. **Certificate of Completion and Compliance**- All applicable information must be provided. MUST BE SIGNED BY CONTRACTOR AND OWNER. Contact Code Enforcement office for form.
- \_\_\_\_\_ H. **Applicable Sub-Contractor Sign-Off Sheets**- for Electrical, Plumbing, Mechanical, Sprinklers/Fire Suppression and Hoods. The following require current licenses: *Electrical- Bartholomew County Electricians License; Plumbing- State of Indiana Plumbing License.* **All sign-off sheets must be submitted prior to the permit being issued.**

## OTHER INFORMATION THAT MAY BE REQUIRED

- \_\_\_\_\_ I. **Health Department Review**- Required on all projects involving food facilities or septic systems. Contact the Bartholomew County Health Department 440 Third St., Room 303, Columbus, IN 47201, phone 812-379-1550.
- \_\_\_\_\_ J. **Driveway Approval New or Existing**- From one of the following:
1. Bartholomew County Highway Department- 812-379-1660
  2. City of Columbus Engineering Department – 812-379-2540
  3. Indiana Department of Transportation- 812-372-7837