

## Inspections

- ⇒ The Noblesville Planning Department requires the following inspections for all commercial and industrial remodels:
  - Footings-interior, if applicable;
  - Slab-plumbing, electrical, and heating-if applicable;  
*Note:* a check valve must be installed in the buildings main sewer line if one is not already installed. Upon installing a check valve call either the Planning Department at (317) 776-6325 for an inside inspection or the Wastewater Department at (317) 776-6353 if on the outside of the structure. This requirement is for the Noblesville City limits only;
  - Rough-In: before wall insulation or enclosing any wall or ceiling space;
  - Energy: upon completion of wall insulation, fire sealing of penetrations, vapor barrier installation, and before drywall or any walls being enclosed, if applicable;
  - Permanent Electrical—if a new meter is being set. Builders discretion;
  - Final inspection-when project is completed and prior to occupancy.
- ⇒ Building permits must be posted prior to requesting the first inspection and must be posted per City ordinance. The building permit must be accessible to the inspector at all times.
- ⇒ Schedule of Fees, Charges and Expenses
  - Missed Commercial Inspection....\$1,000 per inspection phase;
  - Failed Commercial Inspection....up to 3 failed inspections-no charge, starting with 4<sup>th</sup> failed inspection...\$500 per inspection;
  - Occupying Commercial Structure without Certificate of Occupancy....\$1500 per inspection trip;
  - **Note:** occupied is defined as moving sales staff, boxes, furniture or any other items that are not needed in the construction phase.
- ⇒ A fee of \$40 will be assessed to any builder having a requested set time for an inspection on the project during the hours of 9:15 a.m.-3:00 p.m. Monday thru Friday.
- ⇒ If you do not wish to use this new service, your inspections will be done as in the past, sometime between 8:45 a.m. and 4:00 p.m. of the scheduled workday .
- ⇒ To schedule an inspection and/or for questions regarding inspections please contact the Planning Department at (317) 776-6325.

## Building Codes

- ⇒ There are many building codes that must be adhered to at all times. For information concerning building codes, please contact a building official from the Noblesville Planning Department at (317) 776-6325.

## National Register of Historical Places

- ⇒ Fifty-three buildings in the Noblesville Commercial Historic District were named to the National Register of Historic Places in 1992. All historic buildings are unique; the materials used to build them are not the same as modern day materials. For information concerning repairing and maintaining historic buildings contact Noblesville Mainstreet at (317) 776-0205 or the State Historic Preservation Officer at (317) 232-4020.
  - Pre-approval should be sought before application is made or before any work is done to the building.
  - For more information about tax credits or available grants, call Noblesville Main Street, Inc. at (317) 776-0205.

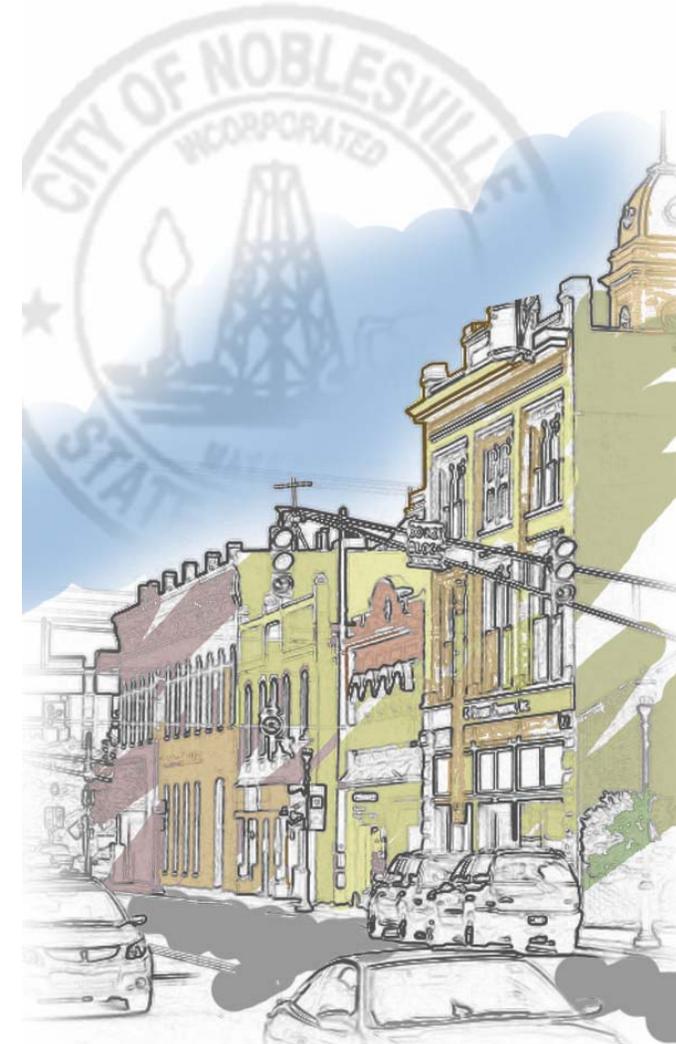
### Please Note...

The purpose of this brochure is to provide you general information in regard to obtaining permits, inspections and renovation in downtown Noblesville. Due to space limitations, the content of this brochure is not all inclusive nor should it be referenced as the final authority. It is intended to provide a brief explanation and you should contact the Planning Office at (317) 776-6325 or Noblesville Mainstreet at (317) 776-0205 for the most current information.

CITY OF NOBLESVILLE  
DEPARTMENT OF ECONOMIC DEVELOPMENT  
14701 CUMBERLAND ROAD, SUITE 300  
NOBLESVILLE, INDIANA 46060  
(317) 776-6345  
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# CITY OF NOBLESVILLE, INDIANA

*What building owners and tenants in  
Downtown need to know...*



**A quick look at the necessary  
permits and inspections**

## Brief History of Noblesville

Noblesville is a special place, a place blessed with a well-preserved and well-maintained historic downtown business district and many unique residential areas with a grand collection of 19<sup>th</sup> century architecture.

Noblesville has a rich history dating back to 1818 when the land which is now Hamilton County was purchased from Native Americans. William Conner, the only white man living in the area at the time, and his wife, a Delaware Indian, established the first trading post in central Indiana in 1802 and lived in the area's first log cabin.

William Conner and Josiah Polk submitted a plat of Noblesville in 1823 and in 1824 designated the town as the county seat. Noblesville was named either for James Noble, a state senator, or according to legend, for a Lavinia Noble of Indianapolis, to whom Josiah was engaged. The Peru and Indianapolis Railroad was completed through town in 1851, the same year Noblesville was incorporated.

The city's largest growth boom came in 1888 with the discovery of Noblesville's first natural gas well near 11<sup>th</sup> and Pleasant Streets. Many Victorian homes, as well as the vast majority of the Downtown Commercial District, were built during this time of prosperity.



The purpose of this publication is to answer frequently asked questions about obtaining permits for signs, encroachment, and for renovation and maintenance of structures in downtown Noblesville. This publication also offers guidance to building owners and tenants concerning inspections and identifies sources of additional guidance.

## When is a Permit needed?

- ⇒ A local remodeling permit is required for anything other than:
  - Painting;
  - An exact exchange of a door for door or window for window;
  - Any project that costs less than \$300.
- ⇒ Process for obtaining local remodeling permit:
  - Fill out green building permit;
  - Submit a drawing or detailed narrative of the project scope;
  - Cost of permit: \$180 + 2¢ per sq. ft.
- ⇒ A state permit is required for...
  - Interior remodeling;
  - Any activity including new electrical wiring, heating or air conditioning systems;
  - Any façade work that modifies a structural wall. This includes opening more window area, installing a larger door and closing existing windows and/or doors;
  - If doors are replaced, they must comply with state requirements, including swinging outward, having thumb locks or panic hardware, etc.
- ⇒ If a state permit is required...
  - And the area being remodeled is less than 30,000 ft<sup>3</sup>, the contractor may prepare and submit plans to the state; however, if the area is larger than 30,000 ft<sup>3</sup>, a licensed architect or engineer must stamp the construction plans.
  - Contact the State Building Commissioner at (317) 232-1404.
- ⇒ A local permit is also required for any activity including new electrical wiring, heating or air conditioning systems. Forms are available from the Planning Department. Cost of local permit: \$168.
- ⇒ If any façade work modifies a structural wall, a local remodeling permit is also required. Cost of local remodeling permit: \$180 + 2¢ per sq. ft.
- ⇒ A Temporary Encroachment Permit is necessary for any personal items or merchandise temporarily placed within or over any of the public right-of-way. Examples include temporary sidewalk sales, construction scaffolding or other materials or sales display. Temporary Encroachment Permits can be obtained from the Noblesville Street Department.
  - Applications for permits are obtained at the Noblesville Street Department, 1575 Pleasant Street, Noblesville, IN 46060.
  - All applications are subject to a five working day review period.



- A stop work order will be placed on site if any work is performed before the permit has been approved. Additional fees will be assessed to the building permit.
  - Emergency encroachment permits are to be filled out on site by a City representative and the permittee in order to be valid.
  - All questions regarding encroachment permits should be directed to the Noblesville Street Department at (317) 776-6348.
- ⇒ Encroachments into the public right-of-way that are intended to be more permanent in nature will need to obtain encroachment permits from the Noblesville Board of Public Works and Safety.

## Sign Permits

- ⇒ Prohibited Signs
  - Signs attached to light poles;
  - Portable street signs;
  - Off-premise signs;
  - Signs which move or give the appearance of moving;
  - Signs containing running lights;
  - Roof Signs;
  - Signs placed on parked vehicles;
  - Poles Signs;
  - Weekend directional signs;
  - No signs are permitted in the public right-of-way.
- ⇒ All permanent signs require a permit from the Noblesville Planning Department
  - Any use that is located above the first story or if the use's primary frontage is an alley, the use is permitted to display street signs containing up to six (6) items of information.
  - All other businesses are permitted one (1) sign per street frontage with a total of 10 items of information.
- ⇒ Temporary signs placed outside of a business's building requires a temporary sign permit subject to various standards. Only one temporary sign permit will be issued per business per calendar year. Signs located inside the window or inside the business's structure do not require temporary sign permits.
- ⇒ Specific information concerning the permitted size, position and type of sign permitted can be found in Article 11 of the Noblesville zoning ordinance, which is available online at...  
[www.cityofnoblesville.org/planning/udo/default.asp](http://www.cityofnoblesville.org/planning/udo/default.asp)