

COMMERCIAL PERMIT GUIDE

DOES MY WORK REQUIRE A BUILDING PERMIT?

YES

- ◆ Tenant finish
- ◆ Remodel
- ◆ Remodel with change of Use*
- ◆ Equipment upgrade (e.g., electrical, HVAC, plumbing)
- ◆ Infrastructure change*
- ◆ New structure*
- ◆ Addition*
- ◆ Accessory structure
- ◆ Fence
- ◆ Pool*

*Additional requirement(s) needed

NO

- ◆ Painting
- ◆ Carpeting
- ◆ Siding
- ◆ Roofing
- ◆ Any improvement that does not create a structural alteration to the building
- ◆ Tenant change that keeps the same use

ADDITIONAL REQUIREMENTS

In addition to obtaining a [Building Permit](#), your project may require further approvals before construction can begin. City approvals from [Technical Advisory Committee](#) and [Pre-Construction](#) meetings may be necessary depending on the type of work being performed.

- ◆ Technical Advisory Committee (TAC) - a group of governmental regulatory agencies and public/private utilities that review development plans
- ◆ Pre-Construction (PreCon) - a subgroup of the TAC that obtains the necessary bonds, prepaid inspections, and review of the approved civil drawings with the developer and contractors

Certain projects may also need additional releases from the [Indiana Department of Homeland Security \(IDHS\)](#). For questions on this matter, please contact the IDHS at (317) 232-6422.

SUBMITTAL REQUIREMENTS

Projects that require a Building Permit or a TAC or Pre-Con approval may be required to submit any or all of the following:

- ◆ Mechanical, electrical, and plumbing (MEP) plan
- ◆ Wall section plan
- ◆ Floor plan
- ◆ Site plan
- ◆ Landscaping plan
- ◆ Foundation plan
- ◆ Engineered construction plan (drainage, infrastructure, and site details)

THIS GUIDE WAS DESIGNED TO CLARIFY AND SIMPLIFY THE PERMITTING PROCESS FOR COMMERCIAL IMPROVEMENTS IN THE CITY OF NOBLESVILLE. PLEASE CONTACT THE PLANNING DEPARTMENT FOR SPECIFIC QUESTIONS ABOUT YOUR UPCOMING PROJECT AT (317) 776-6325.

