

NOTIFICATION

Date: _____

This is a Letter of Notification that construction activity will be occurring at the address mentioned below and does not require a permit if performed in compliance with Sec. 536-201 and Sec 536-216.

Type of Construction Activity Limited To (Scope of Work):

INSPECTION OF THIS ACTIVITY IS NOT REQUIRED; HOWEVER, AN INSPECTION MAY BE REQUESTED AT NO EXPENSE TO THE OWNER IF REQUESTED WITHIN 90 DAYS OF THE COMPLETION OF CONSTRUCTION. PLEASE EMAIL BNS.CONSTRUCTIONSERVICES@INDY.GOV TO REQUEST AN INSPECTION.

Address of Work: _____

Owner/Occupant: _____ Telephone: _____

Contractor: _____ License Number: _____

Telephone: _____

To the best of my knowledge and the knowledge of the owner, THIS PROPERTY IS NOT IN AN AREA DESIGNATED AS A FLOODWAY OR A FLOODPLAIN. I understand that this does NOT exempt this work from possible obligation to secure a CERTIFICATE of APPROPRIATENESS for CONSTRUCTION in an HISTORIC area designated by the Indianapolis Historic Preservation Commission or in the Meridian Street Preservation District designated by the Indiana Code. I understand that if Certificates are required and are not posted with this Notification that a STOP WORK may be issued.

Owner Signature: _____

*****NOTICE*****

I am a Contractor currently listed/licensed to perform the above mentioned construction activity in the Consolidated City of Indianapolis. I am submitting this notification indicating all work listed above will be accomplished in conformity to all building standards and procedures. I AFFIRM, UNDER PENALTIES FOR PERJURY, THAT THE FOREGOING REPRESENTATIONS ARE TRUE:

Contractor or Authorized Agent (Printed)

Signature

Agent License Number

ATTENTION HOMEOWNERS PLEASE READ

The posting of this notification indicates to you and the city that the construction activity being accomplished is limited to (scope of work):

Any further activity may require a building permit in accordance with Sec. 536-201.

An inspection is available to you upon request, provided the request is made within 90 days of the completion of construction. Inspections are not required and your contractor will not request an inspection. The property owner may request an inspection by emailing BNS.ConstructionServices@indy.gov.

*****NOTICE TO CONTRACTOR*****

FAILURE TO POST A COPY OF THIS NOTIFICATION ON SITE VISIBLE TO THE PUBLIC AND TO NOTIFY THE DEPARTMENT OF BUSINESS & NEIGHBORHOOD SERVICES, LOCATED AT 200 E WASHINGTON ST, SUITE 107, INDIANAPOLIS, INDIANA 46204, MAY RESULT IN A STOP-WORK-ORDER AND AN ADMINISTRATIVE FEE.

TO NOTIFY THE CITY PLEASE UTILIZE ACCELA CITIZEN ACCESS (ACA) [PERMITSANDCASES.INDY.GOV](https://permitsandcases.indy.gov) OR EMAIL BNS.CONSTRUCTIONSERVICES@INDY.GOV.