

RESIDENTIAL PLAN SUBMITTAL CHECKLIST

A Residential Plan Submittal Checklist is required at the time of permit application to ensure the receipt of minimum submittal requirements.

Items included in the project submittal must be selected below.

Additional documentation may be required once a review has been conducted.
Failure to provide required documentation may result in the delay of permit issuance.

Administrative:

- ☐ 1. A completed and signed Residential Development Application (if Improvement Location Permit is required) or a completed Class 2 Structural Permit Application.
- ☐ 2. A completed Residential Plan Submittal Checklist.
- ☐ 3. A completed Statement of Intent if work is to be completed by the property owner.
- ☐ 4. Complete plan set as described below.

Plans: All plans must be legible and drawn to a standard engineer or architect scale. The scale, property address and date must be indicated on the plans.

Improvement Location Permit: Required for increased square footage or height of an existing structure, proposing a new structure and all other site improvements unless otherwise exempt per Sec. 740-801.A

- ☐ 1. Site plan meeting all requirements of Indy Rezone Sec. 740-802.A
- ☐ 2. Elevations of all four sides of existing and proposed structure meeting all requirements of Sec. 740-802.B

Structural Permit: Required when alterations are occurring to an existing structure, proposing a new structure and all other structural alterations unless otherwise exempt per Sec. 536-201 of the City of Indianapolis Building Standards and Procedures.

Remodel:

- ☐ 1. Floor plan for all floors included in project scope with a legend indicating all proposed work, rooms labeled with existing and proposed use, location of smoke detectors, and location of all doors and windows, etc.
- ☐ 2. Wall, window, and door framing details.
- 3. Floor, ceiling, roof construction details.
- 4. Plans must clearly represent existing and proposed conditions.

Addition:

- ☐ 1. Floor plan for all floors included in project scope with a legend indicating all proposed work, rooms labeled with existing and proposed use, location of smoke detectors, and location of all doors and windows, etc.
- ☐ 2. A complete wall cross-section from the roof system to the foundation labeling all existing and proposed construction elements. **Note: A wall section is required for each different type of construction. A typical wall section is not sufficient.**
- ☐ 3. A complete foundation plan depicting grade level and foundation dimensions.
- ☐ 4. Window and door framing details.

DEPARTMENT OF BUSINESS AND NEIGHBORHOOD SERVICES

200 E. WASHINGTON ST., SUITE 107
INDIANAPOLIS, IN 46204
PHONE: (317) 327-8700
EMAIL: PermitQuestions@indy.gov
www.indy.gov

2/10/25

New Home Construction/ Accessory Structure:

- ☐ 1. Floor plan for all floors included in project scope with a legend indicating all proposed work, rooms labeled with existing and proposed use, location of smoke detectors, and location of all doors and windows, etc.
- ☐ 2. A complete wall cross-section from the roof system to the foundation labeling all existing and proposed construction elements. **A wall section is required for each different proposed wall section type. A typical wall section is not sufficient.**
- ☐ 3. A complete foundation plan.
- ☐ 4. Window and door framing details.

Common Additional Details

- ☐ 1. Cross-section of proposed stairs indicating the height of the handrail, measurements of the treads and risers and clearance.
- ☐ 2. Engineer sealed truss specifications if applicable.
- ☐ 3. Egress windows labeled in bedrooms.
- ☐ 4. Demolition plan indicating any portions of existing structure to be removed.
- ☐ 5. If using Performance or Total UA Alternative option, provide an energy report.
- ☐ 6. If constructing a new primary or secondary residence, a sewer lateral permit is required from Citizen's Energy Group. For more information, please contact 317-924-3311 or visit www.CitizensEnergyGroup.com.
- ☐ 7. If proposed construction includes a new bedroom to a home on septic, a septic permit is required from Health and Hospital Corporation. For more information, please contact call 317-221-2147 or visit www.marionhealth.org.
- ☐ 8. Deck and covered porch details.
- ☐ 9. Approval documentation from the Department of Metropolitan Development, if applicable, per zoning district or zoning petition. Please contact 317-327-5155 or PlannerOnCall@indy.gov for more information.
- ☐ 10. Certificate of Appropriateness and stamped plans from the Indianapolis Historic Preservation Commission, if in a historic district and performing exterior work. Please contact 317-327-4406 or IHPC@Indy.gov for more information.

I understand that additional approvals or permits may be required as a prerequisite to the issuance of a building permit. When applicable, those approvals or permit cases may include, but may not be limited to, issuance of a Floodplain Development permit as required by Municipal Code Chapter 565, a Drainage permit as required by Chapter 561, an Improvement Location Permit as required by Chapter 740, Regional Center approval or approval from the Indianapolis Historic Preservation Commission as required by Chapter 742, or others.

By signing below, I affirm that the following representations are true and the required plot plan and building plans are complete and accurate. I understand that application and review fees are non-refundable and due upon submittal regardless of permit issuance.

Plan Review Contact:

Name: _____

Telephone Number: _____

Email: _____

Signature: _____

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