

**RESIDENTIAL  
CONSTRUCTION  
PERMIT  
APPLICATION PACKET**

## **RESIDENTIAL BUILDING PERMIT FEES – Effective 10/01/2022**

<b><u>Permit Types</u></b>	<b><u>Minimum Fees</u></b>
One and Two Family Dwellings*	\$200.00 plus \$.10 per square foot
Additions and Remodeling*	\$150.00 plus \$.10 per square foot
Manufactured Homes*	\$150.00 plus \$.10 per square foot
Decks and Patios	\$75.00 plus \$.07 per square foot
Storage Shed (less than 200 sq ft)	\$30.00
Storage Shed (more than 200 sq ft)	\$50.00 plus \$.10 per square foot
Swimming Pools (Above & In-ground)	\$150.00 Includes 2 Inspections
Demolition	\$60.00
Relocation	\$150.00 plus \$.10 per square foot
Re-Inspection Fee	\$50.00      \$100.00      \$200.00
Accessory Structures *	
(Pole Barns, detached garages)	\$100.00 plus \$.10 per square foot
Electrical Re-connect	\$30.00 First Inspection Only
Electrical Only	\$60.00 First Inspection Only
Plumbing Only	\$60.00 First Inspection Only
Heating Only	\$60.00 First Inspection Only
Ventilation Only	\$60.00 First Inspection Only
Air Conditioning Only	\$60.00 First Inspection Only
Heating and Air Conditioning Only	\$60.00 First Inspection Only
Sprinkler System Only	\$60.00 First Inspection Only
Roofing or Siding Only	\$60.00 First Inspection Only
Permit Renewal for 1 Year	One Half (1/2) of Original Permit Fee
Any additional inspection	\$60.00 each additional inspection

**\*Includes all Required Permits – Elec, Plum, HVAC**

# RESIDENTIAL PERMITS

## REQUIRED DOCUMENTS AND INFORMATION

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

### ITEMS REQUIRED FOR MOST PROJECTS (Must be submitted at time of application for permit.)

- \_\_\_\_\_ 1. **Site Plan-** (i.e. Construction Stakeout Drawing or Proposed Plot Plan)
  - (a) **On lots less than two (2) acres-** For New Homes; New Accessory Buildings (larger than 200 square feet); In-ground swimming pools; and Above ground swimming pools-- **Site plan must be certified by Registered Land Surveyor.**
  - (b) Additions to existing buildings are **not** required to be certified by Registered Land Surveyor, **BUT** must drawn to scale and show appropriate dimensions.
  - (c) **On lots two (2) acres or greater and not in a subdivision-** New Homes; New Accessory Buildings (larger than 200 square feet); In-ground swimming pools and Above ground swimming pools-- Site plan **is not required to be certified by Registered Land Surveyor, BUT** must be scaled drawing showing all existing structures including septic tank and field and proposed construction.
- \_\_\_\_\_ 2. **Blue prints or scaled construction drawings are required for New Homes; New Accessory Buildings (larger than 200 square feet), Additions or Remodeling involving structural changes.** Must contain foundation plans, floor plans, wall details, and roof plans. [Roof plans- for trusses you must provide **engineered** truss prints and layouts from truss manufacturer; for stick built you must provide a list of spans, lumber dimensions, and lumber species to be used as rafters.] **Manufacturer's installation instructions are required** for modular/manufactured homes, in-ground swimming pools, and above ground swimming pools.
- \_\_\_\_\_ 3. **Certificate of Completion and Compliance-** To be signed by contractor and owner.
- \_\_\_\_\_ 4. **Subcontractor Sign-off sheets and/or Owner/Occupant Sign Off Sheet.**  
**A Bartholomew County Licensed Electrician must do all electrical work.** (Property owners may do one electrical project a year). **All plumbing work must be done by a Plumber licensed by the State of Indiana or the property owner.** All sign-off sheets must be submitted prior to the permit being issued.

### ADDITIONAL ITEMS THAT MAY BE REQUIRED

- \_\_\_\_\_ 5. **Health Department Septic Permit or Evaluation Report,** if on septic system. A fee is charged by the Health Department for these services.  
*Bartholomew County Health Department 812-379-1550.*
- \_\_\_\_\_ 6. **Driveway Approval** for new and existing driveways on County or State Roads.  
*County Highway Department 812-379-1660*  
*State Highway Department 812-372-7837*
- \_\_\_\_\_ 7. **Architectural Committee Approval** if required by subdivision.  
*Contact your Homeowners Association, Real Estate Agent or Developer.*

**PLEASE NOTE:** This is a general list of those items necessary for the evaluation and issuance of a permit in Columbus/Bartholomew County. Upon review and depending on the particular situation more documents or information may be requested. Please allow 3-5 days for review of your permit when planning your project start time. **No** inspections will be done prior to the issuance of a permit for the work. Please read the "Required Inspections Information" sheet for additional information.

# RESIDENTIAL BUILDING PERMIT APPLICATION

Columbus/Bartholomew County  
Department of Technical Code Enforcement

**Instructions:** Print all information in **ink**. Failure to provide requested information might delay the processing of this application. For assistance call 812-379-1535.

## Location of proposed construction activity:

Address:

Number N-S-E-W Street Name City

Lot #/ Subdivision:

Lot # Subdivision

## Owner of above location:

Name:

Last First Middle Initial

Address:

Number N-S-E-W Street name Apt #

City State Zip Code

Telephone: ( )

## Contractor responsible for this Permit:

Company Name:

Contact Person:

Company Address:

Registration #: Phone #

Email:

## Proposed Sub-Contractors:

(sign-off sheets must still be submitted)

Electrical: Lic #:

Plumbing: Lic #:

HVAC: Lic #:

I, hereby, certify that I have the authority to make the foregoing application, that all accompanying documents are accurate and correct: **AND that All sign-off sheets will be submitted prior to any electrical, plumbing or mechanical work being done. [If work is done before sign-off's are submitted to this office a minimum fine of \$100.00 will be assessed the responsible party.]** I further certify that the structure or portion of the structure under construction will not be used or occupied in any manner until all inspections have been made and a Certificate of Occupancy has been issued by the Department of Technical Code Enforcement.

Signature of Owner

Signature of Contractor

Date

For Office Use Only

Application #: \_\_\_\_\_

Permit #: \_\_\_\_\_ Fee: \$ \_\_\_\_\_

Township: \_\_\_\_\_

Map & Parcel #: \_\_\_\_\_

Subdivision: \_\_\_\_\_

Flood Rating: \_\_\_\_\_ Zoning: \_\_\_\_\_

Released: \_\_\_\_\_ Denied: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Received by: \_\_\_\_\_

## Type of Construction/Improvement to be done:

### Principal Structure (check one):

- ☐ New Single Family Dwelling (1F)
- ☐ New Two Family Dwelling (2F)
- ☐ New Single Family Addition/ Attached Garage/ Sunroom (1A)
- ☐ New Deck [no roof](DE)
- ☐ New Porch [w/ roof](PO)
- ☐ Single Family Remodel/Alteration (1R)
- ☐ Two Family Remodel (2R)
- ☐ New Manufactured/Modular Home (MH)
- ☐ Re-Roof Res. (RF)

### Accessory Structure(check one):

- ☐ New Detached Garage/Carport (DG)
- ☐ New Pole Building (PB)
- ☐ Accessory Building /Storage Shed (AB)
- ☐ Other, specify: \_\_\_\_\_

## Project Size (square feet):

1st Floor: \_\_\_\_\_

2nd Floor: \_\_\_\_\_

Basement: \_\_\_\_\_ Finished: \_\_\_\_\_  
Yes/No

Garage: \_\_\_\_\_

Total sq. ft: \_\_\_\_\_

## Value of proposed Construction/Improvement:

\$ \_\_\_\_\_

Rev.: 10.10.2002DZ

# Certificate of Completion and Compliance

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

Address or Lot # of Proposed Construction: \_\_\_\_\_  
ADDRESS LOT # SUBDIVISION

Owner of Property or Occupying Tenant: \_\_\_\_\_

General Contractor or Responsible Party: \_\_\_\_\_

## Signing of this document certifies that:

- 1) All construction will be completed in accordance with all applicable local and state building codes and all applicable Columbus/Bartholomew County zoning ordinances. This includes Indiana Building Code, Indiana Chapter 11 Accessibility Codes, Indiana Residential Code, Indiana Mechanical Code, Indiana Plumbing Code, Indiana Energy Code, National Electric Code, Indiana Fire Codes, Indiana Swimming Pool Code, the Columbus City Code and the Bartholomew County Code.
- 2) That only those materials, acceptable under applicable codes or approved by the Authority having jurisdiction will be utilized in the work to be performed.
- 3) That all drainage of surface or storm water will be directed according to the approved site plan for commercial projects; or will be handled in a prudent manner to prevent erosion of soils to, or ponding of water on adjacent properties in residential construction.
- 4) All landscaping and grading will be completed to the satisfaction of the Planning Department in commercial projects or Building Inspector in residential projects.

As owner of the property, general contractor under contract, and/or appointed representative of contracted company, you jointly and severally assume full responsibility for insuring that the above will be done and that **no one will occupy** any new structure, new addition or part of a remodeled structure prior to obtaining a **Temporary or Final Certificate of Occupancy**, from the Columbus/Bartholomew County Department of Technical Code Enforcement. (A structure is considered to be occupied if any personal or other items, not related to actual construction of the project, are moved into the structure. Structures include additions, garages, storage buildings and swimming pools.)

***If any person, firm or corporation shall violate any of the provisions of this Building Code or shall do any act prohibited herein, or shall fail to perform any duty lawfully enjoined, within the time prescribed by the Department, or its Chief Code Enforcement Officer, or any of its Assistant Code Enforcement Officers, or shall violate, fail, neglect or refuse to obey any lawful order given by the Department or its Chief Code Enforcement Officer or any of its Assistant Code Enforcement Officers, in connection with the provisions of this Building Code, then for each such violation, failure, neglect or refusal, or doing of a prohibited act, such person, firm or corporation shall be fined in the sum of not less than One Hundred Dollars (\$100.00) nor more than Five Hundred Dollars (\$500.00). Each day that aforesaid violation, failure, neglect or refusal, or doing of a prohibited act continues, shall be deemed and constituted as a distinct and separate offense. Each offense shall be deemed as a Class C infraction.*** (City of Columbus Municipal Code 15.04.260 and Bartholomew County Code Sec. 5.37)

Signature of Owner or Occupying Tenant: \_\_\_\_\_  
REQUIRED DATE

Signature of Contractor/ Company Representative: \_\_\_\_\_  
REQUIRED DATE

Permit Application Number: \_\_\_\_\_

# RESIDENTIAL CONSTRUCTION DETAILS AND MATERIALS

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

This form must be filled out and submitted at time of application.  
Code references are from the Indiana Residential Code.

Please mark appropriate check boxes ☐ and fill in appropriate blanks \_\_\_\_\_. Failure to provide requested information might delay or cause denial of your permit application.

The person(s) or corporation making application for a permit is (are) responsible for knowing and understanding all the codes and ordinances related to the submitted project. If you obtain a permit for work you will be paying someone else to perform you are the responsible party and can be fined for excess inspections and/or other violations.

\_\_\_\_\_ A. Footings- IRC R403.1.4 minimum depth to *bottom* of footer -24" below final grade.

1. Depth of concrete in footing: \_\_\_\_\_ in.; Width(W) of footing: \_\_\_\_\_ in.;
2. Width of wall on footing: \_\_\_\_\_ in. Height (Ht) of wall (for basements): \_\_\_\_\_ ft.
3. Bearing capacity of soil (from Engineer): \_\_\_\_\_ psf;  
Or number and size of rebar to be placed in footer: qty \_\_\_\_\_ size \_\_\_\_\_
4. Compressive strength of footing concrete: \_\_\_\_\_ psi.

\_\_\_\_\_ B. Foundation IRC R404- ☐ crawlspace; ☐ basement; ☐ slab on grade; Other: \_\_\_\_\_

1. Wall material: ☐ poured concrete; ☐ cement block; ☐ ICF; Other: \_\_\_\_\_
2. Basements- Size of rebar reinforcement \_\_\_\_; spacing \_\_\_\_ on center (o.c.) Basement must have perimeter drain and be waterproofed. Cement Block used for basement must be parged.
3. Crawl **must be sloped and drain to a sump pit**. IRC R506- Slab on grade min. compressive strength of 2500 psi over 6 mil vapor barrier, min. 3 1/2" thick.
4. All foundations R403.1.6- ☐ 1/2" X 7" anchor bolts (must be placed 6' o.c. and within 12" of corners and sole/base plate ends). ☐ plate straps (**must be placed per manufacturer's instructions**)!

\_\_\_\_\_ C. Floor system- IRC R502- ☐ dimensional (dim.) [solid] lumber; ☐ engineered floor system(I-joist)

1. 1<sup>st</sup> floor (flr.) joist size \_\_\_\_ X \_\_\_\_ in./ \_\_\_\_ o.c./ grade & species \_\_\_\_; max. span planned \_\_\_\_ ft.
2. 2<sup>nd</sup> flr. joist size \_\_\_\_ X \_\_\_\_ in./ \_\_\_\_ o.c./ grade & species \_\_\_\_; max. span planned \_\_\_\_ ft.

\_\_\_\_\_ D. Girder beams- IRC table R502.5- ☐ dim. (solid); ☐ engineered (LVL, steel, etc.)

1. Depth of house (parallel to floor joist): \_\_\_\_\_ ft.; number of stories \_\_\_\_\_
2. Size of girder(s) to be used: W \_\_\_\_ X Ht \_\_\_\_ in.; type of material \_\_\_\_\_ # of plys \_\_\_\_\_
3. Girders to be supported by: \_\_\_\_\_ o.c

- \_\_\_\_ E. Wall framing IRC 602- ☐ wood; ☐ steel; ☐ ICF; Other \_\_\_\_\_; 1<sup>st</sup> flr wall Ht \_\_\_\_\_/ 2<sup>nd</sup> flr Ht \_\_\_\_\_
1. 1<sup>st</sup> flr. load bearing stud size \_\_\_\_ X \_\_\_\_ in./ \_\_\_\_ o.c./ grade & species \_\_\_\_\_; # for steel \_\_\_\_\_
  2. 2<sup>nd</sup> flr. load bearing stud size \_\_\_\_ X \_\_\_\_ in./ \_\_\_\_ o.c./ grade & species \_\_\_\_\_; # for steel \_\_\_\_\_
  3. Method of bracing wall lines IRC R602.10.3 and Tables \_\_\_\_\_
  4. Header type IRC R602.7 and Table R502.5.1 \_\_\_\_\_
  5. Exterior wall finish: ☐ brick; ☐ vinyl; ☐ EIFS; ☐ wood; Other: \_\_\_\_\_

- \_\_\_\_ F. Roof-Ceiling Construction IRC R802- ☐ engineered trusses; ☐ conventional framing; Other: \_\_\_\_\_
1. For trusses you must submit engineer's truss drawings. (submitted: \_\_\_\_\_)
  2. Ceiling joist size[per IRC Table R802.4(1)] \_\_\_\_ X \_\_\_\_ in./ \_\_\_\_ o.c./ grade & species \_\_\_\_\_; planned span: \_\_\_\_\_
  3. Rafter size [per IRC Table R802.5.1(1)] \_\_\_\_ X \_\_\_\_ in./ \_\_\_\_ o.c./ grade & species \_\_\_\_\_; planned span: \_\_\_\_\_; size of ridge board to be used: \_\_\_\_ X \_\_\_\_ in.
  4. Are any of the ceiling areas cathedrals? Yes No If yes, then what method of support will you be using? IRC R802.3.1 (Beam or collar ties?) \_\_\_\_\_
  5. Type of roof covering- ☐ asphalt shingle; ☐ wood shake; ☐ metal; ☐ Other: \_\_\_\_\_
  6. Type of attic vent to be used- IRC R806: ☐ Ridge; ☐ Gable; ☐ Roof (pot); ☐ Soffit; total net free area: \_\_\_\_\_ in.<sup>2</sup>

- \_\_\_\_ G. Number of Sleeping rooms: \_\_\_\_\_ \*
1. IRC R310- Sleeping room window type: ☐ single/double hung; ☐ casement; ☐ slider; Other: \_\_\_\_\_  
(Min. Clear Opening Size Required: 5 sq. ft. Ground floor and 5.7 sq. ft. Second floor/Basement)
  2. Size of ground flr. sleeping room windows: W \_\_\_\_ x H \_\_\_\_; **net clear opening:** \_\_\_\_\_ ft<sup>2</sup>  
Size of second flr./basement sleeping room windows: W \_\_\_\_ x H \_\_\_\_; **net clear opening** \_\_\_\_\_ ft<sup>2</sup>
  3. IRC R313- # of *hardwired/battery backed up/ interconnected* smoke alarms: \_\_\_\_\_

- \_\_\_\_ H. Heat Source Location: ☐ garage; ☐ basement; ☐ utility room; ☐ crawl space; ☐ other: \_\_\_\_\_
- TYPE: ☐ gas furnace (efficiency rating: \_\_\_\_\_); ☐ electric (EL) furnace; ☐ EL baseboard;  
☐ Geo-thermal; ☐ other: \_\_\_\_\_

1. Gas: BTU's \_\_\_\_\_; amount and type of combustion air: \_\_\_\_\_

- \_\_\_\_ I. Water Heater Location: ☐ garage; ☐ basement; ☐ utility room; ☐ crawl space; ☐ other: \_\_\_\_\_
- TYPE: ☐ gas (efficiency rating: \_\_\_\_\_); ☐ electric (EL); ☐ geo-thermal; ☐ other: \_\_\_\_\_

1. Gas: BTU's \_\_\_\_\_; amount and type of combustion air: \_\_\_\_\_

- \_\_\_\_ J. Electric service: Size ☐ 100 Amp(A); ☐ 150 A; ☐ 200 A; ☐ other: \_\_\_\_\_; Panel Location: \_\_\_\_\_

\_\_\_\_ K. Plumbing- Code to be used ☐ Indiana Residential Code; ☐ Indiana (Uniform) Plumbing Code

1. Water line Material: ☐ Copper; ☐ CPVC; ☐ PEX; ☐ Manifold; ☐ other: \_\_\_\_\_

2. Waste line Material: ☐ PVC-DWV; ☐ Cast-iron; ☐ Copper; ☐ ABS-DWV; ☐ other: \_\_\_\_\_

3. Gas line Material: ☐ black pipe; ☐ ward-flex; ☐ other: \_\_\_\_\_

\_\_\_\_ L. Wastewater will connect to:

☐ Columbus Utilities sewer; ☐ on-site septic; ☐ private sewer system (name): \_\_\_\_\_

1. If on-site septic: Health Department Permit # \_\_\_\_\_; # of bedrooms permit based on: \_\_\_\_\_ \*

\_\_\_\_ M. Fireplace- Type: ☐ Masonry IRC R1001 and R1003; ☐ Factory Built IRC R1002 and R1004

1. Masonry- Mason's Name: \_\_\_\_\_

2. Factory Built- ☐ gas; ☐ wood burning; ☐ flue vented; ☐ direct vented; ☐ non-vented

\_\_\_\_ N. Insulation Type(s): \_\_\_\_\_; R-Values: exterior walls: R-\_\_\_\_; ceiling/attic: R-\_\_\_\_;  
crawl space: R-\_\_\_\_; basement: R-\_\_\_\_

**\*\* PLEASE READ THE FOLLOWING CAREFULLY \*\***

**The Permit Applicant hereby certifies and agrees as follows:**

1. I am authorized to make this application as the owner, owner's agent or tenant of the property.
2. I have read and understand the following forms "Residential Permits Required Documents and Information," "Residential Building Permit Application," "Certificate of Completion and Compliance," "Residential Construction Details and Materials" and " Residential Inspection Information."
3. The plans\* and all documents which have been furnished to the Columbus/Bartholomew Department of Technical Code Enforcement for this permit application are true and correct to the best of my knowledge and that any misrepresentation in this application, plans, or other associated documents may be the basis for the revoking/voiding of the permit and a stopping of all related work.
4. I agree to comply with all Columbus/Bartholomew County Ordinances, plan review/permit conditions, and State of Indiana statutes that regulate construction, use and occupancy of structures.
5. I grant and will request the Columbus/Bartholomew County Department of Technical Code Enforcement inspectors and officials enter onto the property for the purpose of inspecting the work and posting related notices.

**\* PLANS shall mean all site/plot plans, construction drawings/blueprints, and specifications, whether furnished prior to or subsequent to the application date.**

**By signing below I also acknowledge that the issuance of a permit does not mean that the plans submitted are in full compliance with all applicable codes. The applicant is solely responsible for compliance with all codes and ordinances regardless of any plan review or inspections performed by this Department.**

**Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_**



# Electrical Contractor Sign-Off

Columbus/Bartholomew County  
Department of Technical Code Enforcement  
440 Third Street Room 302, Columbus, Indiana 47201  
Office 812-379-1535; Fax 812-379-1765

Received by: \_\_\_\_\_  
Date Received: \_\_\_\_\_  
License Current: yes no  
Permit #: \_\_\_\_\_

I, \_\_\_\_\_, a Bartholomew County licensed electrical  
contractor, accept liability for the work being performed at

\_\_\_\_\_ and I will insure that all  
(Address of project)  
work is done in accordance with the National Electric Code, Indiana Electric Codes and  
Bartholomew County Electric Codes and any other applicable codes or regulations.

***I understand that a Bartholomew County licensed electrician is required to be onsite at all times electrical work is being performed*** and that my license is subject to suspension and forfeiture in the event I am found in violation of Chapter 5 Article 1 Sec. 5-6 (requiring permits) and/or Chapter 5 Article 3 Sec. 5- 129 of the Bartholomew County Code.

I am a duly authorized representative of \_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
LICENSE HOLDER'S ORIGINAL SIGNATURE

\_\_\_\_\_  
License #

Names and license numbers of all licensed employees who may be onsite at any time:  
(You may attach a current list)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

# Plumbing Contractor Sign-Off

Columbus/Bartholomew County

Department of Technical Code Enforcement

440 Third Street Room 302, Columbus, Indiana 47201

Office 812-379-1535; Fax 812-379-1765

Received by: \_\_\_\_\_

Date Received: \_\_\_\_\_

License Current: yes ☐ no ☐

Permit #: \_\_\_\_\_

I, \_\_\_\_\_, am licensed by the State of Indiana to perform  
Print  
work as a Plumbing Contractor, and as such I accept liability for the  
work being performed at \_\_\_\_\_.

(Address of project)

I will insure that all work is done in accordance with the Indiana Plumbing Code, Indiana Residential Code and /or the Indiana Building Code; Bartholomew County Codes; City of Columbus Codes; and any other applicable codes or regulations.

- ✓ ***I understand that a State licensed plumber is required to be onsite at all times plumbing work is being performed.***
- ✓ ***I, also, understand that I am to test all under slab water and drain lines prior to any under slab inspections; and I am to pressure test all water and drain lines prior to any rough inspections.\*\*\****

A request for inspection, either under slab, rough or final, infers that all work has been tested as required and is complete and leak free. If it is determined that you have not tested the plumbing lines, you will be required to put the system on test for the inspector to witness. You may also be subject to reinspection fees and/or fines.\*\*\*

I am a duly authorized representative of \_\_\_\_\_.

COMPANY NAME

\_\_\_\_\_  
LICENSE HOLDER'S ORIGINAL SIGNATURE

\_\_\_\_\_  
License #

Names and license numbers of all licensed employees who may be onsite at any time:  
(You may attach a current list)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*\*\* Testing as required by the Indiana Building and Plumbing Codes:

>Test all piping before cover or concealment.

>DWV test- 10' head of water for 15 minutes OR air test at 5psi for 15 minutes.

>Water piping test- under working pressure for 15 minutes OR 50 psi air for 15 minutes on non-plastic pipe.

# Mechanical Contractor Sign-Off

Columbus/Bartholomew County  
Department of Technical Code Enforcement  
440 Third Street Room 302, Columbus, Indiana 47201  
Office 812-379-1535; Fax 812-379-1765

Received by: \_\_\_\_\_  
Date Received: \_\_\_\_\_  
License Current: ☒ yes ☐ no  
Permit #: \_\_\_\_\_

I, \_\_\_\_\_,  
(Print name)

accept responsibility for the mechanical work being performed at

\_\_\_\_\_  
(Address of project)

I will insure that all work is done in accordance with the Indiana Mechanical Code, Indiana Residential Code and /or the Indiana Building Code; Bartholomew County Codes; City of Columbus Codes; and any other applicable codes or regulations.

- ✓ I will perform all required duct sealing and duct tightness (air leakage) testing.
- ✓ I will perform all required pressure testing of all gas lines and connections.
- ✓ I will install all appliances and related piping and venting per the manufacturer's installation instructions.
- ✓ I will install all flexible gas lines and fittings per the manufacturer's training and installation instructions.

*A request for inspection, either rough or final, infers that all work is complete and installed per code or manufacturer's instructions. If it is determined that work is not complete or in violation of applicable codes you may be subject to fines and/or re-inspection fees.*

I am a duly authorized representative of \_\_\_\_\_,  
COMPANY NAME

\_\_\_\_\_  
REGISTRANT'S ORIGINAL SIGNATURE

\_\_\_\_\_  
REGISTRANT'S #

*Columbus/Bartholomew County  
Department of Technical Code Enforcement  
440 Third Street Room 302, Columbus, Indiana 47201  
Office 812-379-1535; Fax 812-379-1765*

Received by: \_\_\_\_\_  
Date Received: \_\_\_\_\_  
License Current: yes    no  
Permit #: \_\_\_\_\_

I, \_\_\_\_\_, as **Owner and Occupant** of \_\_\_\_\_, will be performing the following work:

- \_\_\_\_\_ Building/Framing
- \_\_\_\_\_ Mechanical/Heat and Air
- \_\_\_\_\_ Electrical (wiring or service change/upgrade)
- \_\_\_\_\_ Plumbing (new water or drain lines, additional fixtures)

and as such I accept responsibility for performing all work in accordance with all applicable codes including the Indiana Residential Code, Indiana Electric Code, Indiana Plumbing Code, and Indiana Mechanical Code; Bartholomew County Codes; City of Columbus Codes; and any other applicable codes or regulations.

- ✓ ***I understand that it is my responsibility to know and understand all codes applicable to the work I wish to perform.***
- ✓ *I, also, understand that all work must be performed in a good and workmanlike manner consistent with accepted trade standards and practices.*
- ✓ A request for any inspection, footer, under slab, rough, final, etc., infers that I have completed all work necessary for the requested inspection. If it is determined that I have not completed the work necessary for the inspection or have failed to request and have done, a required inspection, I may be assessed substantial fines.

I attest that I will not employ or pay anyone for the work I have stated I will be performing. I will complete the work myself. If I hire someone to perform any of the work I have stated I am doing, I agree to notify the Department of Technical Code Enforcement; and have the person I am hiring submit the proper paper work and Sign-off sheets to the Department of Technical Code Enforcement.

I, \_\_\_\_\_, attest, under penalty of perjury that all information herein submitted is true to the best of my knowledge.

Owner's original signature

Date \_\_\_\_\_

# RESIDENTIAL INSPECTION INFORMATION

Columbus/Bartholomew County Department of Technical Code Enforcement  
440 Third Street Room 302, Columbus, Indiana 47201, Office 812-379-1535  
[www.bartholomew.in.gov](http://www.bartholomew.in.gov)

The Columbus/Bartholomew County Department of Technical Code Enforcement uses a one-permit system for building, remodeling, additions and accessory structures. This permit covers the building/framing, electrical, plumbing and heating & air (HVAC). ***The general contractor or property owner (if owner is acting as contractor) is responsible for the scheduling of all required inspections, assuring that all the required inspections occur and are approved at the correct times and the remittance of all fines and re-inspection fees associated with the project.***

- All inspections require **PERMIT NUMBER & 24-hour advance scheduling**. (Same day requests will not be accepted.)
- All inspection requests and scheduling must be made by calling the office at the number listed above. Inspections may be phoned in until 5 PM the day before the inspection is needed (no inspections are done on Saturdays, Sundays or Holidays.)
- Foundation, Underslab, Rough and Final inspection requests; work must be ready for inspection by 9:00 a.m. on the scheduled day or the inspection may be moved to the next day.
- In order to set a time for an **already requested footing or electric service change inspection only** you must call between 8:00 and 9:00 am the day of the inspection and provide **your permit number and address** to an inspector who will set a time for the inspection.
- All sign-off sheets must be submitted prior to electrical, plumbing or mechanical work being done. ***If work is done before sign-offs are submitted to this office a minimum fine of \$100.00 will be assessed the responsible party.***
- All fees and fines must be paid before the next scheduled inspection will be done.

The following are brief descriptions of inspections that may be required for a particular project:

1. **Footing Inspection – (request # 104)** You must have a Footing Inspection prior to placing concrete. Inspector will check trench- depth, width and squareness; the correct placement of rebar; the correct stepping of footings; and removal of vegetation.
2. **Foundation Inspection – (request # 110)** You must have a Foundation Inspection prior to framing on, or backfilling, a basement or crawl space. Basements- inspection of drainage tile, walls, brick ledges, piers, gravel fill, waterproofing, anchor bolts, treated sill plates and sump pit. Crawl Spaces- inspection of walls, brick ledges, piers, vents, crawl door, insulation, grading, anchor bolts, treated sill plates and sump pit.
3. **Underslab Inspection- (request # 900)** You must have an Underslab Inspection prior to placing fill; all mechanical work must be exposed. For basement floors and slab foundations. Inspection of all plumbing-supply and drainage, ductwork and electrical conduits.
4. **Rough (Inspection) All Trades- (request # 910)** You must have a Rough Inspection prior to installing insulation or wallboard. Inspection of framing and mechanicals. Windows, exterior doors, roofing and fireplaces must be installed. Electric, plumbing and HVAC rough installations must be complete as well as framing, and draft stopping (fire blocking). Electric service must be complete and ready to be tagged for temporary service (two temporary circuits max.).
5. **Final (Inspection) All Trades- (request # 999)** YOU MUST HAVE AND PASS A FINAL INSPECTION PRIOR TO OCCUPYING A NEW HOME, ADDITION, GARAGE OR ANY OTHER STRUCTURE. This is an inspection of the final product. All phases of work must be complete. Building or structure must be ready for occupancy. ***All issues or violations must be resolved and/or corrected prior to any personal items being moved into the structure.*** The Health Department (812-379-1550) must finalize its inspections of the septic systems before a Certificate of Occupancy is issued.

# INDIANA RESIDENTIAL CODE ENERGY CODE COMPLIANCE CERTIFICATION

## (REQUIRED FOR PRESCRIPTIVE METHOD)

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

Permit # \_\_\_\_\_

Address: \_\_\_\_\_

Type of Project: ☐ New Structure ☐ Addition ☐ Remodel

General Contractor or Responsible Party: \_\_\_\_\_

Insulation Contractor or Installer: \_\_\_\_\_

Mechanical Contractor or Installer: \_\_\_\_\_

(Please print all names)

Signing of this document certifies that this project is in compliance with Chapter 11 of the 2020 Indiana Residential Code. This includes but is not limited to Verified Air Sealing Compliance and Duct Testing:

Blower Door Test (Section N 1102.4.1.2)

Tested air leakage = \_\_\_\_\_ air changes per hour (ACH)

OR

Visual Inspection of Air Barrier and Insulation  
(Section N1102.4.1.2) (Table N1102.4.1.1)

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Duct Testing (Sections N1103.3.3 and N1103.3.4)

Gen. Contractor/Responsible Party \_\_\_\_\_

Signature

Date

**Important! This document must be completed before final inspection and approval for occupancy.**

TABLE N1102.4.2  
AIR BARRIER AND INSULATION INSPECTION

COMPONENT	CRITERIA
Air barrier and thermal barrier	Exterior thermal envelope insulation for framed walls is installed in substantial contact and continuous alignment with building envelope air barrier. Breaks or joints in the air barrier are filled or repaired. Air-permeable insulation is not used as a sealing material. Air-permeable insulation is inside of an air barrier.
Ceiling/attic	Air barrier in any dropped ceiling/soffit is substantially aligned with insulation and any gaps are sealed. Attic access (except unvented attic), knee wall door, or drop down stair is sealed.
Walls	Corners and headers are insulated. Junction of foundation and sill plate is sealed.
Windows and doors	Space between window/door jambs and framing is sealed.
Rim joists	Rim joists are insulated and include an air barrier.
Floors (including above garage and cantilevered floors)	Insulation is installed to maintain permanent contact with underside of subfloor decking. Air barrier is installed at any exposed edge of floor.
Crawl space walls	Insulation is permanently attached to walls. Exposed earth in unvented crawl spaces is covered with Class I vapor retarder with overlapping joints taped.
Shafts, penetrations	Duct shafts, utility penetrations, knee walls and flue shafts opening to exterior or unconditioned space are sealed.
Narrow cavities	Batts in narrow cavities are cut to fit, or narrow cavities are filled by sprayed/blown insulation.
Garage separation	Air sealing is provided between the garage and conditioned spaces.
Recessed lighting	Recessed luminaries are airtight, IC rated and sealed to drywall. Exception – luminaries in conditioned space.
Plumbing and wiring	Insulation is placed between outside and pipes. Batt insulation is cut to fit around wiring and plumbing, or sprayed/blown insulation extends behind piping and wiring.
Shower/tub on exterior wall	Showers and tubs on exterior walls have insulation and an air barrier separating them from the exterior wall.
Electrical/phone box on exterior wall	Air barrier extends behind boxes or air sealed type boxes are installed.
Common wall	Air barrier is installed in common wall between dwelling units.
HVAC register boots	HVAC register boots that penetrate building envelope are sealed to subfloor or drywall.
Fireplace	Fireplace walls include an air barrier.

N1102.4.2.1 Testing option. Tested air leakage is less than 7 air changes per hour (ACH) when tested with a blower door at a pressure of 0.007 psi (50 pascals). Testing shall occur after rough in and after installation of penetrations of the building envelope, including penetrations for utilities, plumbing, electrical, ventilation and combustion appliances. During testing:

1. Exterior windows and doors, fireplace and stove doors shall be closed, but not sealed;
2. Dampers shall be closed, but not sealed, including exhaust, intake, makeup air, back draft, and flue dampers;
3. Interior doors shall be open;
4. Exterior openings for continuous ventilation systems and heat recovery ventilators shall be closed and sealed;
5. Heating and cooling system(s) shall be turned off;
6. HVAC ducts shall not be sealed; and
7. Supply and return registers shall not be sealed.

N1102.4.2.2 Visual inspection option. The items listed in Table N1102.4.2, applicable to the method of construction, are field verified. Where required by local ordinance, an approved party independent from the installer of the insulation, shall inspect the air barrier and insulation.

N1102.4.3 Fireplaces. New wood-burning fireplaces shall have gasketed doors and outdoor combustion air.

N1102.4.4 Fenestration air leakage. Windows, skylights and sliding glass doors shall have an air infiltration rate of no more than 0.3 cubic foot per minute per square foot  $[1.5(L/s)/m^2]$ , and swinging





# Stormwater Pollution Prevention for Small Residential Construction Sites





# 10 Steps to Stormwater Pollution Prevention on Small Residential Construction Sites

*Stormwater management on small residential construction sites need not be complicated*

## 1 Protect Any Areas Reserved for Vegetation or Infiltration and Preserve Existing Trees

If you will be installing infiltration-based features such as rain gardens or bioswales, make sure these areas are designated as off limits to avoid compaction.

Save time and money by preserving existing mature trees during construction. Preserving mature trees minimizes the amount of soil that needs to be stabilized once construction is complete, and minimizes the amount of runoff during and after construction activity.

## 2 Stockpile Your Soil

EWAs CUP requires operators to preserve native topsoil on site unless infeasible and protect all soil storage piles from run-on and runoff. For smaller stockpiles, covering the entire pile with a tarp may be sufficient.

## 3 Protect Construction Materials from Run-On and Runoff

At the end of every workday and during precipitation events, provide cover for materials that could leach pollutants.

## 4 Designate Waste Disposal Areas

Clearly identify separate waste disposal areas on site for hazardous waste, construction waste, and domestic waste by designating with signage, and protect from run-on and runoff.

## 5 Install Perimeter Controls on Downhill Lot Line

Install perimeter controls such as sediment filter logs or silt fences around the downhill boundaries of your site.

## 6 Install Inlet Controls

Sediment control logs, gravel barriers, and sand or rock bags are options for effective inlet controls. Make sure to remove accumulated sediment whenever it has reached halfway up the control.

## 7 Install a Concrete/Stucco Washout Basin

Designate a leak-proof basin lined with plastic for washing out used concrete and stucco containers. Never wash excess stucco or concrete residue down a storm drain or into a stream!

## 8 Maintain a Stabilized Exit Pad

Minimize sediment track-out from vehicles exiting your site by maintaining an exit pad made of crushed rock spread over geotextile fabric. If sediment track-out occurs, remove deposited sediment by the end of the same work day.

