Online Permitting

SINGLE FAMILY

Evansville, Vanderburgh County Building Commission

For questions call 812-436-7818
or
email snbegeman@Evansville.in.gov
When applying for a permit through Building Commission website, you will be directed to this page. Select the permit type you wish to apply for: SINGLE FAMILY.
Type in the address of the new construction, and this page will search locations that associate with the information you entered.
When you have found the property you are searching for, click on the blue “Select and Continue” option on the right side of the screen.
### Describe project/activity

In this box enter details regarding the project including:
- Type of building or project
- Total Square Footage of project
- Energy Code – Prescriptive, UA Trade off, or Performance Path
- Height of Building

#### Details of project/activity

<table>
<thead>
<tr>
<th>Department</th>
<th>AREA PLAN COMMISSION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project</td>
<td>SINGLE FAMILY</td>
</tr>
</tbody>
</table>

#### Describe location

GOODSELLS ENL FRP OF LOTS 2-4 BLK 2

- Single story brick exterior home with full, partial finished basement, 3 bedrooms, 3.5 bath. Main level 1767 sq.ft. 2-car garage 359 sq ft. Performance Path.

#### Your role in project

- **APPLICANT**

#### Reason for applying

-

#### Estimated cost

- $32000

#### Proposed start date

- 12/11/2017

#### Proposed end date

- 03/16/2018

### Contractor

- Contractor is involved or owner is acting as contractor
- I will enter applicant information, no contractor is involved

### Contractor (or applicant if no contractor)

- Owner is acting as the Contractor
- Select from a list of all Contractors
- Enter the Contractor values manually

Enter as many details on this page as possible. You must fill out all areas outlined in red.

This page is continued...
You MUST enter an email address before continuing from this page. Your payment receipt will be sent to that email address.

Select the Contractor type here. You will be prompted to complete contact information depending on the type chosen.
This page is an overview of what you are applying for. You can change any of the information at this point. **Review the information before** entering the validation code at the bottom, agreeing to the terms, and submitting.
This page shows you an application number as you confirmation. On this page, you are able to attach a full set of plans using the **Browse** and/or **Upload** button. Those plans must include the following:

- Water/Sewer/Septic Permit from Evansville Water and Sewer Utility
- Scaled site plan with property lines and setbacks
- Truss diagram from place of purchase
- Wall section containing crawl space or slab diagram
- Floor Plan including total square footage of building or addition
- Type of building code being used: Prescriptive, UA Trade off or Performance Path

You can see the plans that have been uploaded just above the browse bar – circled in red here. You are able **remove** and replace them at this point.

...this page is continued
When you are finished entering uploading your documents, View/select payable items or Pay all payable items now.

Select the items you wish to pay for, and Add to Cart.
At this point, click on the ‘My Cart’ logo at the top right of the screen. You will be given an option at that point to **Checkout**. This will take you to a screen where you will be able to enter your credit card or e-check information. After paying for your permit, you will receive an email with your application number and receipt of payment.