



**AREA PLAN COMMISSION  
EVANSVILLE - VANDERBURGH COUNTY**

1 NW Martin Luther King Jr. Blvd. Evansville, IN 47708 | Room 312 Civic Center Complex  
Phone: (812) 435-5226 | Fax: (812) 435-5237

**IMPROVEMENT LOCATION PERMIT APPLICATION  
MULTI-FAMILY / COMMERCIAL / INDUSTRIAL**

Project Address:		Location (check one):	City	County
Business Name:				
Project Description (include use of structure, existing/proposed):				
Subdivision, Block#, Lot#, or attach legal description:				
Property Owner or Authorized Agent		Applicant		
Name & Company:		Name & Company:		
Address:		Address:		
City/St/Zip:		City/St/Zip:		
Phone:		Phone:		
E-mail:		E-mail:		

**IMPROVEMENT LOCATION PERMIT APPLICATION CHECKLIST (SITE REVIEW)**

Note: If you have questions on a particular line in this application, please refer to the numbers shown in square brackets [ ]. The numbers correlate to the Departments to contact and are shown at the bottom of this checklist.

**GENERAL INFORMATION**

Existing zoning classification [1]	Existing water facilities (public, private, well) [11a or 8b]
Base area (footprint) of existing building (sq.ft.)	Existing sewer facilities (public, private, septic) [11b or 8b]
Base area (footprint) of new building or addition (sq.ft.)	New or added water facilities (public, private, septic) [11a or 8b]
Gross area of existing building (sq.ft.)	New or added sewer facilities (public, private, septic) [11b or 8b]
Gross area of new building or addition (sq.ft.)	Total land area disturbed (sq.ft.) [3 or 4]
Height of building (ft.)	Existing Impervious Area (hard surface, bldgs, sidewalk, etc.) [3 or 5]
# of stories	Proposed Impervious Area (hard surface, bldgs, sidewalk, etc.) [3 or 5]
# of employees per largest shift	Net Impervious Area (hard surface, bldgs, sidewalk, etc.) [3 or 5]
# of company vehicles	Will this project create or discharge material classified as hazardous waste? [6, 8, 11]
# of seats if restaurant or church	
Does the restaurant serve alcohol?	Will this project require the installation of equipment to treat or contain air contaminants? [6]
Occupancy type per building code	Will this project remove any public trees? [13]
Construction type per building code	Redevelopment District [3, 10]
Total building occupant load	Arts Overlay District
If not a restaurant, will a kitchen be installed or require the cooking/prep/sale of unpackaged food? [8,12]	Historic Preservation District [9]

- [1] Area Plan Commission 435-5226
- [2] Building Commission 436-7879
- [3] City Engineer 436-4990
- [4] County Engineer 436-5773
- [5] County Surveyor 435-5210
- [6] Environmental Protection Agency 435-6145

- [7] Transportation Study, EMPO 436-7833
- [8] Health Department
  - A) Food Facility Permits 435-5695
  - B) Septic and/or Well Permits 435-5695
- [9] Preservation Commission 435-6030
- [10] Redevelopment Commission 436-7823

- [11] Water & Sewer Engineering Department
  - A) Water Service Size and Use 421-2124
  - B) Sanitary Sewer (public) 421-2126
- [12] Fire Department 436-4422
- [13] Urban Forestry 436-5752
- [14] Cooperative Extension 435-5287

**FOR OFFICE USE ONLY**

Date Filed:	Meeting Date:	Fee Paid:	Staff Initials:
-------------	---------------	-----------	-----------------

Approved at Area Plan Commission Meeting February 7, 2019

## **SITE DEVELOPMENT PLAN** [1, 3, 4, 5, 7, 11, 12]

- All site drawings shall be drawn to engineer's scale. (i.e. 1:10, 20, 30, 40, 50, 60);
- Name, address, phone number and company name (if applicable) of person certifying site plan accuracy;
- Show scale; north arrow; subdivision name, section, block, lot number(s) or attach a legal description; address as assigned by the APC;
- Indicate accurate lot dimensions and overall size of lot;
- Show all street and/or alley right-of-way widths from centerline and physical center of pavement;
- Indicate all required setbacks for front, rear, and side yards including thoroughfare, if applicable;
- Indicate existing and proposed easements and their widths located within or adjacent to lot including legal drains, if applicable;
- Include dimensions and location from property lines on all existing structures and all proposed additions or structures;
- Indicate distances between all structures;
- Show sidewalk and street pavement width and location;
- Include size and location of proposed curb cuts or access drives;
- Show size and location of existing drives within 50 feet of the property (same or opposite side of street) and nearest intersecting street(s);
- Show parking and location of dumpster;
- Include aisle widths, typical parking stall dimensions, angle of parking proposed, bumper blocks, if required, and landscaped island dimensions including sq.ft. of each;
- Show location and identify common name of trees to be planted in landscaped islands-include tree size, i.e. small, medium, large;
- Show loading areas. Include location of overhead doors and loading patterns for size of loading vehicles expected;
- Indicate proposed and existing areas of pavement, curb, gravel and/or green space with corresponding square footages indicated; Include table showing existing impervious, proposed impervious, and net impervious on the site plan;
- Show location, type, and size of existing and proposed signs including dimensions to lot lines from the edge of sign;
- Show location, type, and height of existing and proposed fences including dimensions to lot lines from the edge of fence;
- Indicate height of all proposed structures measured from ground level to peak of roof;
- For apartments, indicate number of bedrooms per unit and number of units per building;
- Indicate square footage per floor and number of stories in the proposed structure;
- Show size and location of existing or proposed sanitary sewers, storm sewers, water mains, septic systems, and/or wells;
- Indicate distance and/or location of closest fire hydrant and show any fire lanes;
- Show all public trees. The removal of public trees requires Tree Board approval;
- After final approval for all apartment/condo complexes, an electronic AutoCAD drawing is required;
  - **Certificate of Occupancy:** *After final approval inspections have verified code compliance, the Building Commission will issue a Certificate of Occupancy. The building may not be occupied before the Certificate of Occupancy is issued.*

## **UTILITY PLAN** [3, 4, 5, 11]

- All utility drawings shall be drawn to engineer's scale. (i.e. 1:10, 20, 30, 40, 50, 60);
- Show scale, north arrow;
- Indicate accurate lot dimensions and published current tax parcel ID;
- Show all street and/or alley right-of-way widths from centerline and physical center of pavement;
- Show sidewalk and street pavement width and location;
- Show size and location of proposed curb cuts or access drives;
- Show existing water facilities (public, private, well);
- Food Service Establishments - show all applicable drainage fixtures are plumbed to an appropriately-sized gravity grease interceptor. Sizing Documents can be obtained from EWSU FOG Policy;

### **Note: Field locate main, services, valves, and meters; main size and materials;**

- Show existing sewer facilities (public, private, septic);

### **Note: Field locate upstream/downstream manholes, publish field rim and invert elevations, verify sizes and material;**

- Indicate existing and proposed easements and their widths located within or adjacent to lot, including legal drains;
- Show outer limits for all existing and proposed structures on the lot;
- Indicate existing and proposed areas of pavement, curb, gravel and/or green space;
- Show existing and proposed locations of signs including foundation limits;
- Show existing and proposed locations of fences and light poles;
- Show all other existing and proposed utilities for the lot marked by field verified or mapping only;
- Show existing and proposed locations of trees;
- New or added water facilities (public, private, septic) **Note: Additional EWSU Utility application may be required;**
- New or added sewer facilities (public, private, septic) **Note: Additional EWSU Utility application may be required;**
- Show EWSU connection. Detail areas to engineers scale 1:10;

## BUILDING CONSTRUCTION PLANS [2, 11, 12, and 8A]

- Hire a licensed design professional or other qualified professional familiar with the building and the Indiana Building Code. The professional will inspect the site and prepare plans showing compliance with the current Indiana codes for the proposed new construction. For further information, please refer to [www.evansville.in.gov/planrequirements](http://www.evansville.in.gov/planrequirements);
  - Most projects require submittal of Application for Construction Design Release including building plans and/or construction documents to the Plan Review division of the Indiana Department of Homeland Security. For further information, please refer to [www.in.gov/dhs/3658.htm](http://www.in.gov/dhs/3658.htm);
  - For a list of current adopted building and fire codes, refer to [www.in.gov/dhs/2490.htm](http://www.in.gov/dhs/2490.htm);
  - If change of occupancy: (Per Chapter 34 of the Indiana Building Code)
    - Structural Evaluation: The owner or applicant must have a structural evaluation of the existing building performed by a licensed design professional or other qualified professional to determine adequacy of the structural systems for the proposed change of occupancy. The existing building must be capable of supporting the minimum load requirements specified in the Indiana Building Code.
    - Life Safety Evaluation: A licensed design professional or other qualified professional must provide an evaluation of the general safety, means of egress and life safety elements in the building and determine if any upgrades are required;
- Demolition plans, specifications, and environmental reports (example: asbestos testing);
  - Foundation and basement plans and details. Include soil reports indicating load bearing capacity and seismic design category;
  - Dimensioned floor plans for all floors;
  - Wall elevations of all exterior walls including adjacent ground elevation;
  - Energy conservation plans, details and reports, including a ComCheck report;
  - Structural plans and elevations showing size and location of all members, truss designs showing all connection details, and stress calculations;
  - Room finish schedule showing finishes for walls, ceilings and floors in all rooms, stairways, hallways, and corridors;
  - Electrical plans, diagrams, details and grounding of service entrance and power or lighting information required for energy conservation;
  - Plumbing plans showing location of fixtures, risers, drains, and piping isometrics;
  - Mechanical plans showing location and size of ductwork, equipment, fire dampers, smoke dampers, and equipment schedules showing capacity;
  - Interior equipment locations for the following: kitchen, service and dining areas, storage and dish rooms, etc. (required if project is restaurant or packaging food);
    - **License Required:** The owner must hire properly licensed contractors in accordance with the Evansville/Vanderburgh County Municipal Codes including but not limited to Building, HVAC, Electrical, Plumbing, Fire Sprinkler, and Fire Alarm contractors.
    - **Inspections Required:** The properly licensed contractor must call for all required inspections.
    - **Certificate of Occupancy:** After final approval inspections have verified code compliance, the Building Commission will issue a Certificate of Occupancy. **The building may not be occupied before the Certificate of Occupancy is issued.**

## LIFE SAFETY FIRE PROTECTION PLANS (3 complete sets) [2, 11, & 12]

- Fire and life safety plan showing graphically or by legend the location and rating of building elements such as area separation walls, smoke barriers, fire-resistive corridor walls, stair enclosures, shaft enclosures and horizontal exits. Show number of required exits, exiting travel distances, path of egress to the public way from all exits, emergency lighting and exit signage;
- Details/sections of walls, floors and roof, showing dimensions, materials. Include required exterior openings/access for all stories and basements per Building/Indiana Fire Code section 903.2.10;
- Door schedule showing material, size, thickness, fire-resistive rating for all doors and accessible hardware;
- Fire protection plans showing type of system, location of sprinkler heads, standpipes, hose connections, fire pumps, riser, and hanger details. Other specific requirements contained in NFPA Standards 11, 12, 13, 13R, 14, 20 as adopted in 675 IAC 13.
  - Include location of Fire Department Connection (5" Storz with 30 Degree Elbow)
  - Include Knox Box (3200 series);
- Fire detection and alarm system plans including specific requirements contained in NFPA Standard 72 as adopted in 675 IAC 22;
- Kitchen hood plans, cut sheets, and details;
- High-piled storage plans including commodity type, storage arrangement, usable storage height, clearance between top of storage and fire sprinklers, clearly marked aisles, and the location of various commodities;
- Sprinkler Plan Review Worksheet** - This worksheet must be completed entirely and submitted with an electronic copy or one (1) hard copy set of the following: sprinkler drawings, hydraulic calculations, and complete manufacturer's "cut sheets" for all sprinkler components, including piping, sprinkler heads, etc. Failure to supply all the required information will delay the review of the plans;
- Fire Alarm Plan Review Worksheet** - This worksheet must be completed entirely and submitted with an electronic copy or one (1) hard copy set of the following: fire alarm drawings, system components, and complete manufacturer's "cut sheets" for all fire alarm components, including detectors, notification devices, etc. Failure to supply all the required information will delay the review of the fire alarm application of fire alarm plans;

Note: **Sprinkler and Fire Alarm Plan Review Worksheets** may be found at the following website:

<https://www.evansvillegov.org/city/topic/index.php?topicid=1118&structureid=20>

- **Certificate of Occupancy:** After final approval inspections have verified code compliance and structure passes the Evansville Fire Department Final Inspection Checklist, the Building Commission will issue a Certificate of Occupancy. **The building may not be occupied before the Certificate of Occupancy is issued.**

**DRAINAGE and EROSION CONTROL PLANS** (2 plans required) [3 or 4, 5] **Note: Plans will need to be submitted directly to the reviewing department(s)**

- For improvements with new hard surface areas over 5,000 sq.ft., connecting to the combination sewer system, a drainage plan must be included showing surface and roof water disposition and retention;
- For improvements with new hard surface areas over 5,000 sq.ft., but not connecting to existing combination sewer system, contact appropriate office, City Engineer or County Surveyor, for requirements;
- Improvements over 10,000 sq.ft. require a certified, engineered drainage plan;
- For sites disturbing 1 acre or more, an erosion control plan must be included;
- For sites disturbing less than 1 acre, erosion control measures can be shown on the site development plan;
- For sites that will discharge, connect to, encroach upon, or show any construction activity within the limits of a regulated drain will need to complete the "Application to Affect Vanderburgh County Regulated Drain.";

**FLOOD ZONE GRADING PLAN and ENGINEERING ANALYSIS** [2]

If the site is located within a floodplain area that has been unstudied, i.e. "A" zone, the applicant shall provide 4 copies of an engineering analysis showing the 100-year elevation of the site, also known as the Base Flood Elevation (BFE), and the Flood Protection Grade (FPG). Any additional items required by the Department of Natural Resources (DNR) and FEMA shall be provided by the applicant prior to permit approval;

Copies of a site grading and drainage plan should be submitted for any new construction or when any one of the following conditions exist using the following checklist: a) Lot is located within 75 feet of a "Regulated Drain"; b) Lot is in or partially in the 100 year floodplain; c) Lot is within 50 feet of a natural drain or watercourse; d) Lot is within an area of localized flooding indicated by flood protection grades (FPG) on the subdivision plat or as determined by the Building Commissioner.;

- Show original ground contours (dashed) at 2.5 foot or closer intervals on and within 100 feet of the lot to be built upon;
- Show final contours (solid) at 1 foot intervals on and within 50 feet of lot to be built upon;
- Show location, size and invert elevation of drainage structures within 100 feet of the site;
- Show centerline elevation of road and sidewalk elevations adjacent to the lot opposite lot corners and at high or low points;
- Show present and proposed drainage ditches crossing or adjacent to the site with flow line elevations opposite lot lines including high points of swales between lots and flow direction arrows;
- Show the Base Flood Elevation (BFE) and minimum allowable Flood Protection Grade (FPG) from floodplain map, subdivision plat or drainage study;
- Show proposed grades of lowest floors (includes garages or basements). Grades must be based on NAVD 1988 datum;
- The Grading Plan must be prepared and certified by a Professional Engineer or Professional Land Surveyor, registered in the State of Indiana;
- If a retaining wall over 4 feet high will be used, attach detailed drawings, certified by a Professional Engineer, of the wall structure;

Applicant is requesting (mark 1 only)			
Site Improvement/Foundation Only		Final	

Site Improvement/Foundation Only

- Applicant is requesting the Site Review Committee to review and approve the plans for a Site Improvement/Foundation Only Improvement Location Permit (includes items 5' outside the building footprint, i.e. earthwork, utilities, drainage facilities, etc. and the foundation only). **The applicant will need to reapply for a Final application along with the filing fee requesting the Site Review Committee to review and approve the plans, allowing the APC to issue a Final Improvement Location Permit prior to the start of any construction beyond the site improvement/foundation only stage of the project, i.e. building construction;**

Final

- Applicant is requesting the Site Review Committee to review and approve the plans for a Final Improvement Location Permit. **The applicant will need to apply for a Final application along with the filing fee requesting the Site Review Committee to review and approve the plans, allowing the APC to issue a Final Improvement Location Permit. The Final Improvement Location Permit will allow for construction to take place regarding the site improvements and the building.**

**Note – If all of the construction plans (i.e. site and building) are complete, applicants only need to apply for a Final ILP.**

Application Fee: \$100.00 per application. Make checks payable to the Evansville-Vanderburgh County Area Plan Commission.

Items to be submitted with this application: Site Development Plan(s) - (8) hard copies, Utility Plan(s) – (2) hard copies, Building Construction Plan(s) - (3) hard copies (**4 hard copies if restaurant or packaging food**), Life Safety Fire Protection Plan(s) – (3) hard copies, and application fee. Note: Drainage and Erosion Control Plans – (2) hard copies will need to be submitted directly to the reviewing department(s) if required. An Adobe Acrobat .pdf version may be requested by any individual reviewing department.

OR

The completed application and plans shall be submitted electronically in .pdf format to the following email address: [SiteReview@evansville.in.gov](mailto:SiteReview@evansville.in.gov). The subject line on the email will need to state the address as found on the Assessor's website and the project name. In addition, (1) hard copy of the original signed application, fee, and site development plan(s) shall be delivered to the APC office. Note: If the project is located outside of the City limits, (2) hard copies of the drainage and erosion control plan(s) shall be submitted directly to the reviewing departments, i.e. County Surveyor and County Engineer, if required. All plan revisions requested at the meeting shall be resubmitted to the email address above following the same format.

A complete application submitted by **Monday at 4:30 p.m.** will be placed on the agenda and reviewed the next Monday morning at 10:00 a.m. in Room 318, or the next scheduled meeting if there is a holiday. **Applications must be complete at the time of filing to be placed on the meeting agenda.** A representative for the applicant must be present at the meeting for the application to be heard by the Site Review Committee. Approval, if given, is valid for 6 months from the original meeting date and an Improvement Location Permit (ILP) is required to be picked up at the APC office by the applicant prior to the start of any construction or the approval shall become void.

Note: An Improvement Location Permit (ILP) is required to be issued prior to the start of any construction. The permit fee, which shall be paid for when the ILP for the Site Improvement/Foundation Only is issued, is \$200 + \$0.05 per building sq.ft. (includes the total gross area of any new building, addition to an existing building, or existing building area for a change of use). If the total gross area of the building sq. ft. is increased from the time the Site Improvement/Foundation Only ILP was issued, the difference will need to be paid prior to issuance of the Final ILP. If any construction begins prior to the procurement of the Improvement Location Permit, a stop work order shall be placed on the property along with any applicable fines and a late fee of three times the normal permit fee will then be required. **Once construction has been completed, a Certificate of Occupancy must be issued prior to the building being occupied and open for business.**

**I, the undersigned owner or authorized agent, affirm, under penalties for perjury, that the foregoing representations on this application are true and correct, and that the required site development, utility, building construction, life safety fire protection, etc., plans submitted are in conformance with all applicable laws or ordinances. I will take responsibility for all work that is allowed by the permits granted under this application. I understand that the issuance of the Improvement Location Permit does not eliminate the need to obtain other permits that may also be required by applicable laws or ordinances. I further agree to hold harmless and indemnify the City of Evansville and Vanderburgh County for any claim against the City and/or County as a result of any act of commission or omission on behalf of the undersigned, his/her agent, principle, contractor, subcontractor or supplier.**

Owner/Authorized Agent (Sign):		(Print):		Date:	
--------------------------------	--	----------	--	-------	--