

**CITY OF MARTINSVILLE BUILDING PERMIT APPLICATION**

PERMIT NO. \_\_\_\_\_ FEE \_\_\_\_\_  
BUILDING: \_\_\_\_\_  
ELECTRICAL: \_\_\_\_\_  
TOTAL DUE: \_\_\_\_\_

OWNER \_\_\_\_\_ PHONE \_\_\_\_\_  
ADDRESS \_\_\_\_\_

ADDITION / SUBDIVISION \_\_\_\_\_ PRESENT ZONING CLASSIFICATION \_\_\_\_\_  
LOT NO. \_\_\_\_\_ FLOOD PLAIN: \*\*YES \_\_\_\_\_ NO \_\_\_\_\_

\*\*If building site is within special flood hazard areas (Zones beginning with the letters "A" or "V"), an elevation certification (FEMA Form 81-31) must be completed by an Indiana Registered Land Surveyor, Professional Engineer or Architect and submitted to the City Superintendent. The "lowest floor" elevation of the building must be 2.0 feet above the base flood elevation. A building permit **WILL NOT** be issued until the elevation certificate has been received.

NEW: \_\_\_\_\_ ADDITION: \_\_\_\_\_ ALTERATION: \_\_\_\_\_

PURPOSE FOR WHICH BUILDING WILL BE USED: \_\_\_\_\_  
OFF STREET PARKING PROVIDED: \_\_\_\_\_

BUILDING SIZE: LENGTH: \_\_\_\_\_ WIDTH: \_\_\_\_\_ HEIGHT: \_\_\_\_\_

TYPE OF CONSTRUCTION: \_\_\_\_\_ ESTIMATED COST: \_\_\_\_\_

WORK TO BEGIN: \_\_\_\_\_ FINISH: \_\_\_\_\_  
(It is the responsibility of the owner or builder to notify the City Superintendent when ready for each inspection).

**SECTION 4-8 – CERTIFICATE OF OCCUPANCY REQUIRED**

It shall be unlawful for any person to occupy or use any building for which a Building Permit is required by this article to be issued, without obtaining a Certificate of Occupancy.

**Section 4-9 – COMPLIANCE AS PREREQUISITE TO ISSUANCE**

A Certificate of Occupancy shall be issued only if the building for which desired, is in all respects in compliance with all of the provisions of this Code, the Zoning and Subdivision Ordinances and all other provisions of State law, including those pertaining to construction in a flood plain, if applicable.

NAME OF FIRM OR PERSON BY WHICH WORK WILL BE DONE: \_\_\_\_\_  
CONSTRUCTION: \_\_\_\_\_  
PLUMBING: \_\_\_\_\_  
ELECTRICAL: \_\_\_\_\_

HAVE YOU CHECKED:  
WATER: \_\_\_\_\_ SEWER: \_\_\_\_\_ GAS: \_\_\_\_\_

NOTE: Please use the back side of this sheet or a separate sheet to draw location of building on the lot with all dimensions, and the dimensions to all property lines. Show streets and alleys.

COMMENTS: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_

\_\_\_\_\_  
CITY SUPERINTENDENT – JOHN ELLIOTT or \_\_\_\_\_ DATE \_\_\_\_\_  
BUILDING INSPECTOR – TERRY HART