

City of Martinsville Building Services

When applying for a construction permit, please **completely** fill out the following applications and return to the office of, **City of Martinsville Building Inspector** for review. **Building, electrical and improvement location permits will only be issued once all of the criteria is completed.**

- Building Permit Application:** Include one (1) copy of building plans with application.
- Electrical Permit Application:**
- Improvement Location Permit:** Include three (3) copies of Plot Plan.
- Contractor Information Page:**

Construction within the buffer zone will require an additional septic permit from the county prior to building application review.

Approved permits can be paid for and picked up at the office of, **City of Martinsville Clerk – Treasurer**, 110 W Morgan Street. Checks or money orders are to be made payable to the **City of Martinsville**.

For all new construction, an address, along with lot number, must be displayed on the lot throughout the entire construction process. Address must be unobstructed and visible from the city right of way.

Construction inspections are required at different phases of construction. 24 hours advance notice is required when scheduling an inspection. Contact the office of, **City of Martinsville Building Inspector** at 765-349-4923 to schedule all inspections. Inspections are required at the following stages of construction:

Footer – Inspection of footer is required before concrete is poured.

Foundation – Inspection of completed foundation before any additional construction.

Rough-In – Framing, electrical, plumbing and mechanical will be inspected at the same time.

If electrical systems are energized, workers must have GFCI protection on the circuits that are being utilized.

Final Inspection - A final inspection will be made only after **all** work has been completed and the structure is ready to be occupied. The builder, owner, developer, or their appointee shall be present during the final inspection.

Building Inspector – Terry Hart – 765-349-4923

City Superintendent – John Elliott – 765-342-7800