

WARRICK COUNTY AREA PLAN COMMISSION IMPROVEMENT LOCATION PERMIT CHECK LIST

COMMERCIAL STRUCTURES

THE FOLLOWING ARE THE REQUIREMENTS TO BE FOLLOWED IN OBTAINING AN IMPROVEMENT LOCATION PERMIT.

- 1.) **The Property Owner / Developing Engineer or Surveyor must meet with the Non-Residential Site Review Committee** prior to the issuance of the Improvement Location Permit for review of the proposed plot plan, commercial entrance and drainage.
- 2.) **Commercial Driveway Entrance Permit**, if required must be obtained and approved by the County Highway Engineer and County Commissioners at their meeting. The Permit must be accompanied by a dollar amount by the submitting engineer to construct the proposed entrance. An Irrevocable Letter of Credit or Cashier's Check for this dollar amount must be submitted, after approval by the County Engineer, prior to the Improvement Location Permit being issued. Once the entrance is constructed the submitting engineer must submit a certification that all construction is completed and the matter will be placed on the next Commissioner's Meeting Agenda for Release of the Surety. **Applicant / Owner must be present at the Commissioner's Meeting.**
- 3.) If building site is not in a Recorded Subdivision, then a Copy of the **Recorded Deed** from the Recorder's Office and a Copy of the **Plat Book Page** from the Auditor's Office must be submitted. During Government shutdown, the staff will obtain these documents.
- 4.) **Engineer's type scaled drawing** (1' = 20', 1" = 30', etc.) showing the entire piece of property, all dimensions, building line and easements if located on the property. Also, the distance of the proposed structure to the property lines, all proposed parking spaces and retention / detention areas, if required by the Drainage Board. If there are existing structures, they must be shown and located on the drawing.
- 5.) **Sewer or Septic Permit from the Health Dept. Rm 204** must be obtained prior to the issuance of the Improvement location Permit for any Commercial structures and made a part of the application.
- 6.) **Water Tap**, if required must be obtained prior to an Improvement Location Permit being issued.
- 7.) After an Improvement Location Permit is issued, then the **Applicant / Owner is responsible for obtaining a Building Permit** if required from the Warrick County Building Department.

FOR OFFICE USE ONLY:
DRIVEWAY PERMIT _____
ZONING _____

PERMIT # _____
RECEIPT # _____

COMMERCIAL
IMPROVEMENT LOCATION PERMIT GENERAL INFORMATION SHEET

APPLICANT

NAME: _____

ADDRESS: _____

TELEPHONE: _____

EMAIL: _____

OWNER OF PROPERTY

NAME: _____

ADDRESS: _____

PROPOSED STRUCTURE

COMMERCIAL BUILDING: TO BE USED FOR _____

TOTAL SQ. FT. _____ NUMBER OF BATHROOMS _____

TOTAL HEIGHT OF STRUCTURE _____

PARKING SPACES SHOWN _____

(If you have a breakdown please show on plot plan.)

FREE STANDING SIGN: SQ. FT. _____ TOTAL HEIGHT OF STRUCTURE _____

BUILDING SIGN: SQ. FT. _____ TOTAL HEIGHT _____

MULTIFAMILY _____ NUMBER OF UNITS _____

LIVING SQ. FT. _____ TOTAL SQ. FT. _____ TOTAL HEIGHT OF STRUCTURE _____

PROPERTY LOCATION

SUBDIVISION NAME: _____ LOT NUMBER: _____

TOWNSHIP/TOWN: _____ SEC: _____ TWP: _____ RNG: _____

PROPERTY ADDRESS: _____ EST.

COST: _____ APPLICANTS SIGNATURE _____