

Do you need a permit?

Please use the following charts to determine if your residential project needs a permit.

If you cannot find your project on this list or if you are in doubt, please contact our office at 317-392-5102

Primary Structures		YES	NO		YES	NO	
New Structure	✓		Adding/Replacing Window or Door Awnings –temporary like frame attached the house		✓		
Additions ¹	✓						
Accessory Structures		YES	NO		YES	NO	
Structures Under 200 Sq. Ft		✓		Additions ²	✓		
Structures Over 200 Sq. Ft.	✓			Non-enclosed Car Ports		✓	
In Ground Pools	✓			Enclosed Car Ports ³	✓		
Above Ground Pools Over 42" in depth ⁴	✓			Above Ground Pools Under 42" in depth ⁴		✓	
Concrete Patio/Slabs		✓		Fences ⁵		✓	
Decks – <i>There are three criteria for decks, if the answer is yes for any of the three, a permit is required...</i>				...Over 200 Sq. Ft	✓		
				...Attached to the house	✓		
				...Deck floor is over 18" from the ground	✓		
Remodeling			YES	NO		YES	NO
Removing Non-Structural Walls		✓		Building interior walls	✓		
Removing Structural Walls ⁶	✓			Installing False Ceiling	✓		
Painting and Wallpapering		✓		Replacing Floor Covering		✓	
Replacing/Repairing False Ceiling		✓		Exterior Painting		✓	
Replacing/Repairing Floor and Ceiling Joist	✓			Siding ⁷		✓	
Replacing/Repairing Roof Rafters	✓			Re-Roofing ⁸		✓	
Replacing/Repairing Roof Decking		✓					
Remodeling Attics –Basement–Garages into livable areas	✓						
Replacing Drywall/Plaster under 50% of the house ⁹		✓					
Replacing Drywall/Plaster over 50% of the house ⁹	✓						
Adding New Door and Window openings	✓						
Replacing Doors and Windows with smaller openings	✓						
Replacing Doors and Windows with larger openings	✓						
Replacing Doors and Windows with same openings ¹⁰		✓					
Enclosing an Door or Window opening	✓						

General Notes
¹ Additions Include Porches, attached Car Ports, and lean-tos.
² Additions to existing accessory structures where total square footage is less than 200 sq. ft. are exempt from permits.
³ Enclosed Car Ports consist of 3 or more walls
⁴ Above Ground Pools are measured from bottom of pool to the skimmer
⁵ Fence standards still apply to all fences. Please see pamphlet "Installing a Residential Fence" for standards.
⁶ Structural Walls are outside walls and load bearing interior walls.
⁷ Siding is the addition of any new materials on top of existing materials on the exterior walls of any structure. The removal of existing Asbestos siding is required before any new material may be added.
⁸ Re-roofing consists of tearing off the old shingles and laying new shingles. In some case, it can include adding a new layer of certain types of shingles on top of existing shingles. There cannot be more than two layers of any roofing material.
⁹ Exposed Electrical work must meet current electrical codes.
¹⁰ Replacement doors and windows must be replaced with the functionality type. If not, approval is needed but no permit.

Who can submit for a permit?

Any person who is doing work that requires a building permit within the city limits of Shelbyville must be registered with the city as a Building Contractor. The only exception is for homeowners doing the work themselves on a home they own and live in.

To get registered as a Building Contractor, an application must be submitted along with an original \$10,000 surety bond made payable to the City of Shelbyville and a certificate of insurance showing general liability insurance.

What must be submitted for a permit?

1. A completed Location Improvement and Building Permit Application with original signatures of both the registered contractor and homeowner
 2. A floor plan indicating the construction work being done. Please add dimensional data. Electrical layout may be required.
 3. A site plan showing dimensions of new structures and distance from property lines and other structures.
 4. Wall Sections if you are installing outside walls.
 5. A Footer section for new building, additions and/or decks.
 6. Roof rafter specs if installing or replacing a roof.
- ❖ Building Inspectors review submitted paper work and will advise on adjustments that are needed to meet code. They are not a source to help design projects.

Other permits required

Some construction may require you to obtain other permits. If a building permit is required, it must be issued before the other permits can be issued. The following are the other permits issued by our department.

1. An electrical permit is required for electrical work. This does not include changing light fixtures and changing outlet and light switch coverings. A registered electrician must pull an electrical permit. If a homeowner wishes to do their own electrical work, they must take an exam that is offered at 8 a.m. on the second Wednesday of each month and successfully pass.
2. A plumbing permit is required to run new lines, install new drains and for all new construction. If you are replacing existing fixtures in their current location, you do not need a permit. A registered plumber must pull a plumbing permit. Homeowners can pull their own permit if they are doing their own work on a house they own and live in.
3. A mechanical permit is required for installation or replacement of any mechanical equipment and/or duct work. This is typically installation of furnaces and air conditioners. A registered mechanical contractor must pull a mechanical permit.

Time frame: Residential permits are only good for one year. If your project takes longer than a year, you must renew your permit. Your registration must be up to date as well before we can renew the permit.

Inspections: All inspections must be completed before you can use your structure or remodeled area. Inspection guidelines will be given out when the department issues you a building permit.

Other information:

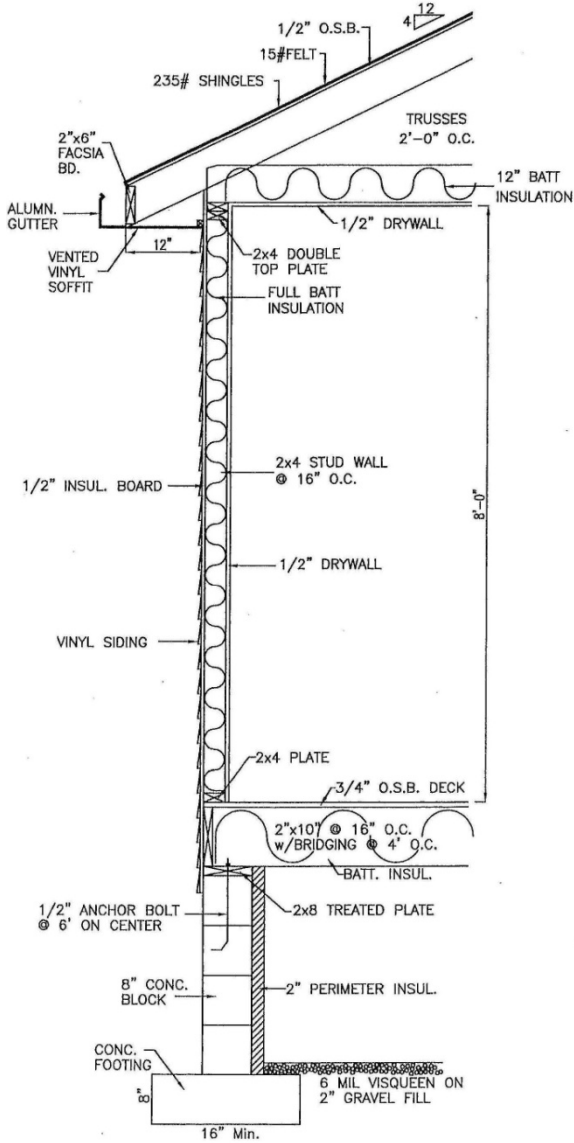
Please visit our website <http://www.cityofshelbyvillein.com/Departments/BuildingandPlanCommission.aspx> to gather important information and regulations on residential projects.

FINES: Fines may be issued for work done without the proper permits and licensing. Also, Fines may be issued for re-inspection if a job fails an inspection.

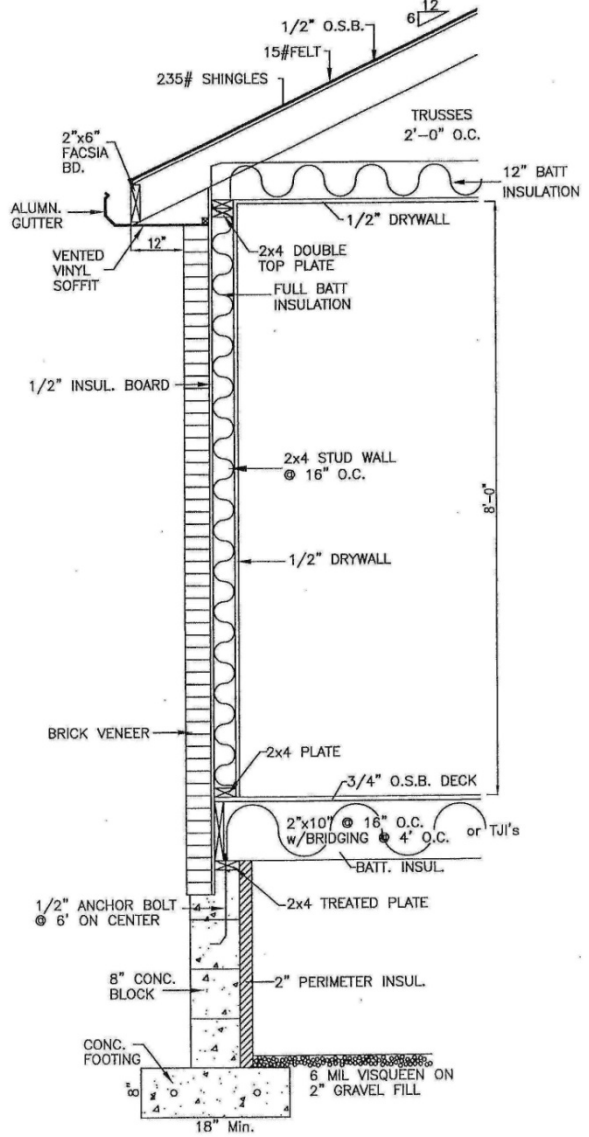
Examples of Wall Section

Please use this diagram as a reference for your project and alter the wall section to match your construction.

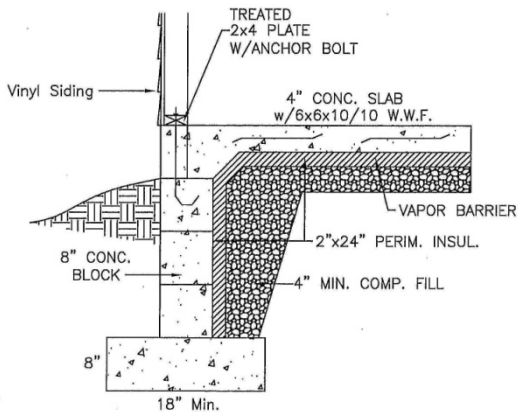
Typical Wall Section of house with Vinyl w/ Crawl Space



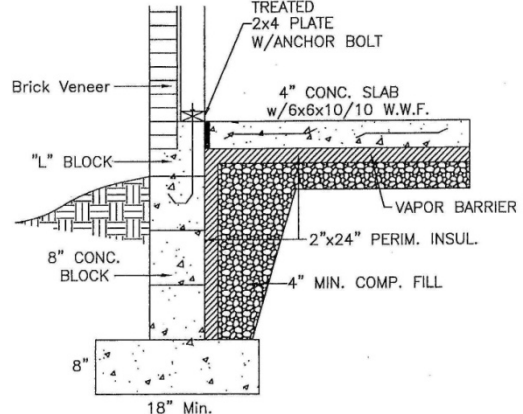
Typical Wall Section of house with Brick w/ Crawl Space



w/Slab



w/Slab



Location Improvement Permit: Site Plan Example

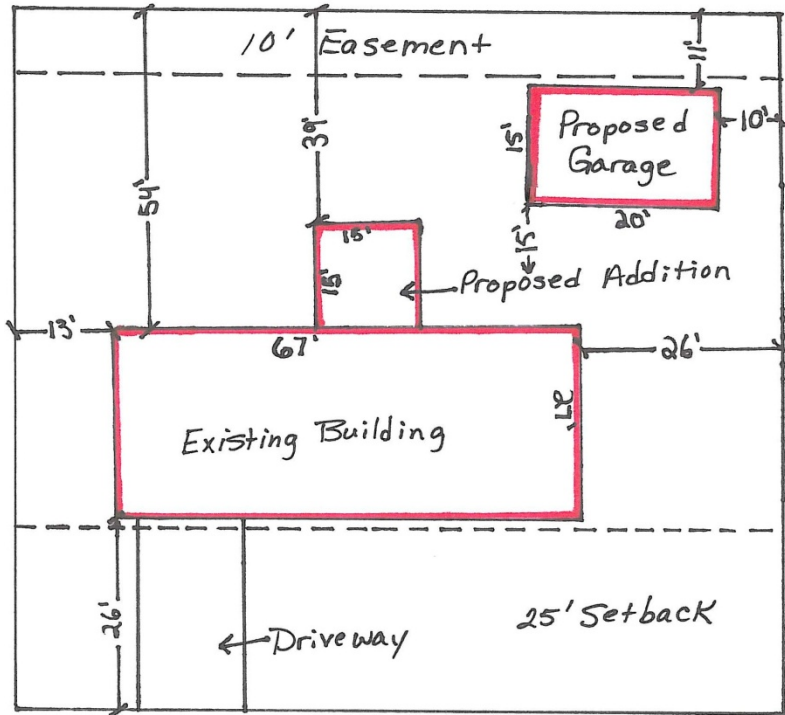
A Site Plan is required when applying for a permit. If you do not know the boundaries and easements of your property please go to the County Annex Building to obtain this information.

A rough sketch is acceptable only for RESIDENTIAL additions and accessory buildings.

The following is an **example** of what is needed on a rough site plan.
This is just an **example**; please do not copy for your own site plan.

What needs to be labeled:

- Property lines
- Easements and right-of-ways
- Dimensions of all the existing and proposed structures
- The distances from all existing and proposed improvements to the property lines
- The location of any existing or proposed driveways and the dimensions of the driveway



Building Permit Fee

New Structures and Additions		Location Improvement Permit	
.12 per square footage with a minimum of \$50		\$30	
Remodel Permit - Based on Value of Construction		Electrical Permit	
\$5,000 or below	\$50	New Construction per sq. ft...	
\$5,000 to \$25,000	\$100	1-1200 sq.ft	\$100
\$25,001 to \$50,000	\$150	1201 - 1700 sq.ft	\$110
\$50,001 to 100,000	\$200	1701 - 2200 sq.ft	\$120
Over \$100,000	\$250	2201 - 2700 sq.ft	\$130
Plumbing Permit		2701 - 3200 sq.ft	\$140
\$50 plus \$2 per fixture after 4.		3201 - 3700 sq.ft	\$150
Mechanical Permit		3701 - 4200 sq.ft	\$160
Minimum HVAC work/Duct work only	\$30	Over 4200 sq.ft	\$170
First HVAC system (new)	\$50	Replace riser/meter base	\$50
Second HVAC System (new)	\$20	Detached garage/shed	\$50
Each Additional HVAC system (new)	\$20	Existing service upgrade	\$65
Gas log installing with new construction	\$15	Rewire	\$100
Gas log installation as an addition	\$30	Reconnect	\$25
Replacement Furnace/Air Conditioner	\$30	Minimum Permit fee	\$50

