

# Meeting Agenda

---

*Jamestown Plan Commission*

**Date:** July 24, 2025

**Time:** 6:00pm

**Location:** Jamestown Town Hall, 421 E Main St, Jamestown, IN 46147, (765) 676-6331

---

## Call to Order

## Pledge of Allegiance

## Roll Call

## Meeting Minutes

## Old Business – Public Hearing

1. **Building Permit Fees** Public hearing on updating building permit fees and UDO text amendments.

## New Business – Public Meeting

## Announcements

## Adjournment

### TOWN OF JAMESTOWN

### PLAN COMMISSION

### COUNCIL PRESIDENT APPOINTMENTS:

**Kaitie Duncan**  
**(1/1/25-1/1/26)**

**Jason Leibowitz**  
**(1/1/24-1/1/26)**

**Sharon Spears**  
**(1/1/24-1/1/27)**

**Carol Leeke**  
**(1/1/24-1/1/28)**

### COUNCIL APPOINTMENTS:

**Lori Hieston**  
**(1/1/24-1/1/28)**

**Michael Stokes**  
**(1/1/25-1/1/29)**

**Josh Hawkins**  
**(1/1/24-1/1/28)**

## **Exhibit A**

Residential Permit Fees		
Structure Type	Details	Fee
New Single-family Residential Structure	Up to 4 hours of structural review and site plan review. Also includes file processing, certificate of occupancy, and the following inspections: temporary electrical, footing, foundation, underslab, rough-in, insulation, and final.	\$2,475
New Townhome, Two-family, and Multi-family Residential Structures		\$2,288 per dwelling unit
Residential Addition	Up to 2 hours of structural review and site plan review. Also includes file processing, certificate of occupancy, and the following inspections: temporary electrical, footing, foundation, underslab, rough-in, insulation, and final.	\$1,300 + \$0.10 per square foot
Remodel or Basement Finish	Up to 2 hours of structural review. Also includes file processing, certificate of occupancy, and the following inspections: rough-in, insulation, and final.	\$750 + \$0.10 per square foot
Pool – in-ground	Includes structural review and site plan review. Also includes file processing and the following inspections: rough plumbing, rough electrical, and final.	\$800
Pool – above-ground	Includes site plan review. No inspections required.	\$75
Fence	Includes site plan review. No inspections required.	\$75
Electric Only (panel upgrade or re-connection service)	Includes electric inspection	\$150
Accessory Structure (greater than 50 square feet)	Includes structural review and site plan review. Also includes file processing and the following inspections: rough framing, rough MEPs, and final.	\$575 + \$0.10/square foot
Accessory Structure (50 square feet or less)	Includes site plan review. No inspections required.	\$75
Demolition	Includes final site inspection	\$175
Additional Residential Inspection and Reinspection Fees		
Final Inspection	Fee for a failed or additional final inspection	\$275
All Other Inspections	Fee for a failed or additional inspection	\$175
Additional Review Time		
Review Time	Additional structural or site review time is charged at \$125 per hour.	
Stop Work Order		
Stop Work Order	Fine of \$1,500 per project and/or \$1,500 per individual trade, plus 3 days of the job.	

Commercial and Industrial Permit Fees			
Structure Type		Details	Fee
New Primary Structure		Up to 4 hours of structural review and site plan review. Also includes file processing, certificate of occupancy, and up to 7 inspections.	\$950 + \$0.10 per square foot
Addition		Up to 4 hours of structural review and site plan review. Also includes file processing, certificate of occupancy, and up to 7 inspections.	\$800+ \$0.10 per square foot
Tenant Improvement/Build-out		Up to 4 hours of structural review. Also includes file processing, certificate of occupancy, and up to 7 inspections.	\$800+ \$0.10 per square foot
Commercial Racking/High Racking		Includes structural review, file processing, and up to 4 inspections.	\$1,000
Accessory Structure		Includes structural review, file processing, and up to 4 inspections.	\$700 + \$0.10 per square foot
Construction Trailer with Electric		Includes site plan review and 1 meter base inspection.	\$400
Electric Only		Includes 1 electrical inspection	\$350
Demolition		Includes final site inspection	\$250
Fire Protection/Sprinkler		Includes required inspections.	\$500
Sign		Includes site plan review and 1 electrical inspection	\$300 + \$2.50 per square foot of sign area
Certificate of Occupancy for New Tenant		Includes review and preparation of certificate of occupancy for 1 tenant.	\$300
Additional Residential Inspection and Reinspection Fees			
Inspections		Fee for a failed or additional inspection	\$250
Additional Review Time			
Review Time	Additional structural or site review time is charged at \$125 per hour.		
Stop Work Order			
Stop Work Order	Fine of \$2,500 per project and/or \$2,500 per individual trade, plus 3 days of the job.		

## **Exhibit B**

Amend the following sections of the Unified Development Ordinance as shown:

- Chapter 8, Section E.2.b. In the table for the requirements for remodeling or repairs of roofing, amend item 3) as shown:

Type of Improvement	Permit Required	Permit Not Required
<b>Exterior Remodeling and Repairs</b>	Remodeling or repairs of roofing	<ul style="list-style-type: none"><li>• Replacement of an existing roof that does not involve:<ol style="list-style-type: none"><li>1) a change in roof configuration,</li><li>2) a change in the type of roof covering (e.g., tile roofing replacing asphalt shingles) that would increase the dead load on the structure,</li><li>3) the replacement of basic structural members that support the roof (e.g., replacement of a rafter <del>or more than 128 square feet of decking</del>), or</li><li>4) the installation of heat-applied roofing material.</li></ol></li></ul>