

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

- 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	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.	\$2,288 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
Exterior Remodeling and Repairs	Remodeling or repairs of roofing	<ul style="list-style-type: none">• Replacement of an existing roof that does not involve:<ol style="list-style-type: none">1) a change in roof configuration,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,3) the replacement of basic structural members that support the roof (e.g., replacement of a rafter or more than 128 square feet of decking), or4) the installation of heat-applied roofing material.