

# Multi-family Residential

Contact: Planning & Zoning (317) 535-7500, [permits@newwhiteland.in.gov](mailto:permits@newwhiteland.in.gov)



This application packet is for multi-family residential building permits, including:

- **New Multi-family Structure** – For structures with three dwelling units or more.  
*NOTE: Development Plan approval from the New Whiteland Plan Commission is required prior to issuance of a building permit.*
- **Addition to a Multi-family Structure** – includes additions to existing primary and accessory structures.
- **Remodel** – includes remodeling, structural modifications, electrical work, plumbing, HVAC, new roofs, new windows, new siding, etc.
- **Electrical Only** – includes new service, reinstatement of service, and service upgrades.
- **Fire Repair** – includes all work necessary to repair a structure after fire damage has occurred.

**NOTE:** For accessory structures, swimming pools, construction trailers, and signs, use the Commercial and Industrial Building Permit Application Packet.

## STEP 1: Submittal

For Multi-family Residential permits, the Town of New Whiteland issues one single blanket permit that covers all trades. Individual tradesman will not be issued separate permits. Please coordinate your submittal accordingly. If you have any questions about the permit process, the application, or what to submit, please feel free to contact the administrator at (317) 431-2824.

Applications must be submitted electronically by email.

- **Email** – **(FASTEST!)** Applications must be submitted electronically to [permits@newwhiteland.in.gov](mailto:permits@newwhiteland.in.gov). The application and one copy of each of the attachments must be merged into one single pdf attachment in the order outlined on the following Submittal Checklist.

## STEP 2: Submittal Checklist

Refer to page 3 of this packet for a detailed explanation of each item to be submitted.

	New Multi-family Structure	Addition	Remodel or Fire Damage Repair	Electrical Only
1. Application	✓	✓	✓	✓
2. Full State Construction Design Release	✓	✓	✓	
3. Johnson County Health Department Approval (if community kitchen space is included)	✓		✓	
4. Site Plan	✓	✓	✓	
5. Erosion Control Plan	✓	✓		
6. Construction Plans including HVAC, Plumbing, and Electrical Layout	✓	✓	✓	
7. Dimensioned Elevations and/or Renderings	✓	✓		
8. COMCheck Compliance Certificates (electrical; mechanical; interior lighting and power)	✓	✓	✓	
9. State Variance Approval (if applicable)	✓	✓	✓	
10. Inspection Estimate Form	✓	✓	✓	
11. Overall Building Layout Plan for the Development	✓			
12. Firefighter Safety Notification	✓	✓		
13. Stormwater Permit Application	✓	✓		

For Multi-family permits, the Town of New Whiteland issues one single blanket permit that covers all trades. Individual tradesman will not be issued separate permits. Please coordinate your submittal accordingly.

## Submittal Details

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If you have any questions about the application or what to submit, please feel free to contact the administrator at (317) 431-2824.

1. **Application Page.** Fill out all applicable fields completely.
  - Parcel ID Number – This 18-digit identification number is required on ALL permit applications and can be found on the Johnson County GIS website at [www.jcmaps.org](http://www.jcmaps.org). You can do a search by address or zoom in on the parcel and obtain the detailed information.
2. **Full State Construction Design Release.** Including fire suppression if applicable. Contact: Indiana Department of Homeland Security, [www.in.gov/dhs](http://www.in.gov/dhs).
3. **Johnson County Health Department Approval.** If the project involves community kitchen space, include a permit of approval from the Health Department (317) 392-6470.
4. **Site Plan.** A copy of the site plan drawn to scale and dimensioned, showing exactly where the proposed structure is to be located. For a new structures or addition to an existing structure, the site plan must be prepared by a registered professional surveyor and will need to show utility mains and lateral connections, drainage, and spot elevations. In addition, Development Plan approval from the New Whiteland Plan Commission is required prior to issuance of a building permit
5. **Erosion Control Plan.** A plan showing the measures to prevent erosion, contain sediment control, and drainage.
6. **Construction Plans.** Building plans drawn to scale including HVAC, plumbing, and electrical layouts.
7. **Dimensioned Elevations and/or Renderings.** For structures, provide detailed illustrations of the front, back, and sides of the structure. For signs, provide illustrations of the proposed sign, drawn to scale, and dimensioned. For wall signs, include an elevation of the building façade showing the location of the sign as well as the length and height of the building facade
8. **Energy Efficiency Certificate.** This is a COMcheck energy code compliance report that helps ensure structures meet the requirements of the energy efficiency building codes.
9. **State Variance Approval.** Submit a copy of any building code variances approved by the State.
10. **Inspection Estimate Form.** Indicate the estimated quantity of each inspection that will be needed for the project. Additional inspections will be charged the respective rate. Such fees will be collected prior to a subsequent inspection, final inspection, or the issuance of a Certificate of Occupancy at the Administrator's discretion.
11. **Building Layout Plan.** Submit a one-page, basic site plan that numbers each building and lists the following information for each structure:
  - Building "number" for each structure
  - Area of each building (square feet)
  - Number of units in each building (if applicable) – number of units with 1 bedroom, 2 bedrooms, etc.
  - Respective floor plan name/number for each building (if applicable)
12. **Firefighter Safety Notification.** Submit this form with applications for new home.
13. **Stormwater Permit Application.** Include a separate and complete application for the Stormwater Permit with your building permit application submittal. The application form/materials is attached to this application.

## STEP 3: Permit Fees

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**Fees are based on the type of application. Contact the Administrator about the current fees.  
Contact: Planning & Zoning (317) 431-2824**

- **Processing Fee** The processing fee is paid when submitting the application and covers general file processing.
- **Permit Fee** The permit fee is collected at the time the permit is issued. It covers reviewing the structural plans, site plan and scheduling the inspections.
- **Inspection Fees** cover the inspections required for the particular project. This fee is paid when the permit is issued. Multiple, incomplete, or failed inspections will be assessed as the respective re-inspection fee and must be paid prior to the final inspection or issuance of the Certificate of Occupancy as determined by the inspector.

**Code/Inspection Questions** about inspections or code requirements can be directed to the Administrator at (317) 431-2824.

# Permit Application

This application is being submitted for (check all that apply):

- ☐ New Structure    ☐ Addition  
☐ Remodel    ☐ Electric ONLY    ☐ Fire Damage Repair

For Office Use Only

Permit Number: \_\_\_\_\_

Permit Fee: \_\_\_\_\_

Issued: \_\_\_\_\_ Expires: \_\_\_\_\_

Date Application is Submitted:	Is sewer/water service secured?	Is a new driveway required?	State CDR #:
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## ***Applicant and Contact Information***

Name of applicant:	
Address of applicant (street, city, state, zip):	
Contact person for the permit:	
Contact phone:	Contact email:

## ***Contractor and Contact Information***

Name of contractor:	
Address of contractor (street, city, state, zip):	
Contact person:	Contact phone:

## ***Location Information***

Address of location to be improved (street, city, state, zip):		
Subdivision:		Lot #:
18-digit Parcel number:		
TOTAL structure area or area of work (sqft):		
Living area:	Garage area:	other:
Approximate total construction cost:		

The undersigned represents that such work shall start within 90 days and will be completed without delay; that said improvements will be finished in a good workmanlike manner. Should said work not start in good faith within 90 days, the undersigned understands this application will be void and of no force or effect whatever. The above information, to my knowledge and belief, is true and correct:

Signature of Applicant: \_\_\_\_\_

# Inspection Estimate Form

Use the form below to estimate the quantity of each inspection that will be needed for the project.

Additional inspections and failed inspections will be assessed a respective re-inspection fee. Such fees will be collected prior to a subsequent inspection, final inspection, or the issuance of a Certificate of Occupancy at the Administrator's discretion.

This application is being submitted for (check all that apply):

- ☐ New Structure    ☐ Construction Trailer    ☐ Addition    ☐ Remodel  
☐ Electric ONLY    ☐ Accessory Structure \_\_\_\_\_    ☐ Fire Damage Repair

Inspection	Quantity Needed	TOTAL
Temporary Electric		
Footing or Slab/Foundation		
Rough-in Electric		
Rough-in Plumbing		
Rough-in HVAC		
Rough-in Framing		
Insulation/Energy Efficiency		
Final		
Other (describe):		

# Firefighter Safety Notification

## Compliance with IC 22-11-21

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**Submit this form ONLY if you are building a new primary structure. This includes a new single-family home, two-family home, multi-family structure, commercial building, or industrial building.**

The Town of New Whiteland is required to notify local fire departments and local 911 call centers when "advance structural components" (lightweight I-joists or lightweight roof trusses) are utilized in the construction of Class 1 or Class 2 structures.

Advanced structural components are defined as:

1. Have less mass cross-sectional area than sawn lumber of equivalent proportions used in an equivalent application; and
2. Are assembled from combustible or noncombustible materials, or both.

Location of Advanced Structural Components:	
<input type="checkbox"/> Floor	<input type="checkbox"/> Roof
<input type="checkbox"/> Both floor and roof	<input type="checkbox"/> None
Address of New Construction:	
Subdivision:	Lot #:
Completed by:	
Signature:	Date:

**CSGP & CONSTRUCTION WATER QUALITY APPLICATION  
FOR REVIEW AND INSPECTION**

Town of New Whiteland, Indiana

Completed application, along with the initial application fee of \$50, is to be submitted to Town of New Whiteland Municipal Separate Storm Sewer System (MS4) at 540 Tracy Road, Suite A, New Whiteland, Indiana 46184. All items on the Stormwater Permit Checklist must be included for the application to be complete. Submittal packages should be emailed to [matt.gillock@newwhiteland.in.gov](mailto:matt.gillock@newwhiteland.in.gov) and [nancyc@wesslerengineering.com](mailto:nancyc@wesslerengineering.com).

**Project Information:**

Name of Project: \_\_\_\_\_

Legal Address: \_\_\_\_\_

Township: \_\_\_\_\_ Parcel No.: \_\_\_\_\_

Total Acres of Site: \_\_\_\_\_ Disturbed Acres of Site: \_\_\_\_\_

Impervious Area: (sq.ft.): \_\_\_\_\_

Property Use (check one) ☐ Proposed Subdivision ☐ Commercial/Industrial/Apartment

☐ Other: \_\_\_\_\_

Estimated Construction Dates: Start: \_\_\_\_\_ End: \_\_\_\_\_

Estimated Total Length of Construction in Months: \_\_\_\_\_

**Project Owner Information:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**Design Firm Information:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Professional Engineer: \_\_\_\_\_

Contact: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

As owner, or an authorized representative of the Owner, I agree to pay all fees incurred for the requested review and inspection for the above project according to the attached Statement of Financial Responsibility.

Printed Name and Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_



# **CSGP & CONSTRUCTION WATER QUALITY APPLICATION FOR REVIEW AND INSPECTION**

Town of New Whiteland, Indiana

## **INTRODUCTION**

- A. All fees are to be made payable to the Town of New Whiteland. All fees are non-refundable.
- B. CSGP refers to Construction Stormwater General Permit which, in general, requires construction sites to develop an erosion and sediment control plan, control pollution during land disturbing activities, and obtain a CSGP permit prior to construction.
- C. All proposed projects must pay an Application Fee and certify a Statement of Financial Responsibility.
- D. The Application Fee is due at the time the application packet is submitted to the Town.
- E. The designated reviewer/inspector for the Town will complete the CSGP plan review and conduct the CSGP inspections during the construction process.
- F. Please provide an electronic copy of the plans since they will be forwarded to an engineer for review.
- G. Regular inspections will be completed as needed during construction to ensure that the Construction/Post Construction BMPs are installed as designed.

## **FEES**

- A. Application Fee \$50.00
- B. Review and inspection fees will be billed to the applicant based on the current hourly rate of the reviewer or inspector.

## **ENFORCEMENT**

- A. Stop work orders will be given for violations of the Soil Erosion and Sedimentation Control Ordinance or failure to pay inspection fees within 15 days.
- B. A fine of \$50 per day per offense will be assessed if construction activities continue during a stop work order.

**CSGP & CONSTRUCTION WATER QUALITY APPLICATION  
FOR REVIEW AND INSPECTION**  
Town of New Whiteland, Indiana

The undersigned of the proposed project to be known as

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(project name and location or address)

do hereby agree to take full responsibility of financial payment of review fees and inspection fees incurred on the above project.

I am aware that the review fees apply for projects that disturb one acre or more of land and will begin upon the submittal of a CSGP & Construction Water Quality Application and continues until the project is approved and/or withdrawn. Review fees and Construction review fees are charged according to the current hourly rate of the engineer performing the review. I understand that if the project is withdrawn the review fees are still due and payable from the application date to the date on the letter of withdrawal. Review fees are due within 15 days of notification of the fee.

I am aware that an application fee will be due with the submittal of the CSGP & Construction Water Quality Application. The Town's designated representative will conduct regular inspections until a Notice of Termination form is submitted to the Town for the project. A final inspection will be completed by the designated representative to verify that all land disturbing activities are complete, and all bare areas have been adequately stabilized. Inspection fees must be paid within 15 days from the date of notification. If not paid within the allowable timeframe, a stop work order may be issued.

All review and inspection fees are to be made payable to the Town of New Whiteland.

The undersigned, having duly sworn upon oath, that the above information has been read and fully understood to be **true** and correct and is (undersigned) voluntary act and deed. The undersigned assumes responsibility for the aforementioned fees.

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Signature

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Mailing Address

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Printed Name

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City, State, Zip Code

STATE OF INDIANA                     )  
  )                     SS:  
COUNTY OF JOHNSON               )

BEFORE ME, the undersigned, a Notary Public in and for said County and State, personally appeared \_\_\_\_\_ Owner subscribed and sworn before this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

Commission Expiration Date

County of Residence

Signature

Printed Name

## STORM WATER PERMIT CHECKLIST

Submittal of this checklist and its requirements is required by New Whiteland's Storm Water Management Ordinance prior to approval of a site development permit. All applicable items listed below shall be completed, signed and notarized (when applicable), and submitted to the Town for review and approval prior to submittal of a Notice of Intent to Indiana Department of Environmental Management (IDEM) and prior to initiating any applicable land disturbing activities. Application package should be submitted via both hard copy and electronic copy and shall include the following:

		TOWN USE ONLY		
Requirement		N/A	✓	X
<input type="checkbox"/>	<b>Construction Plans</b> , which contain the following:			
<input type="checkbox"/>	Title sheet including the following: name of project, street address (or nearest intersection if address is not available), location map, vicinity map, civil township, section, township and range and parcel number.			
<input type="checkbox"/>	Owner's name and contact information			
<input type="checkbox"/>	Date of plans and revision number			
<input type="checkbox"/>	North arrow and scale			
<input type="checkbox"/>	Location, size and invert elevation of any drainage structures or conveyances within 100-feet of the site.			
<input type="checkbox"/>	Existing and proposed site conditions, including 1-foot contours, elevations, street names, storm water conveyance system with applicable inverts and elevations for all surface and subsurface drainage, storm sewer plan and profiles, adequate outlet, detention outlet control detail, drainage flow arrows, pond cross section, normal pool elevation, 100-year pond elevation, pond spillway, utilities, building footprints and finished floor elevations, streets, drives, parking areas, easements, rights-of-way, property lines, benchmarks, floodway/floodplain boundaries, 50-ft preserved buffers along streams, base flood elevation if applicable, building pad elevation, flood protection grade elevations, flood routing plan (hatched area and flow arrows), wetlands and all applicable construction/installation details.			
<input type="checkbox"/>	Street names, right-of-way widths and easement widths			
<input type="checkbox"/>	Signature and certification by a Professional Engineer/Land Surveyor			
<input type="checkbox"/>	<b>Storm Water Pollution Prevention Plan (SWPPP)</b>			
<input type="checkbox"/>	SWPPP, details, notes, installation, and maintenance guidelines, SWPPP index with page numbers, and include all required SWPPP elements (refer to New Whiteland's Construction/Storm water Pollution Prevention Plan Technical Review and Comment Form			
<input type="checkbox"/>	<b>Technical Specifications</b>			
<input type="checkbox"/>	<b>Drainage Report</b> , which contains the following:			
<input type="checkbox"/>	Table of contents with page number references and list of appendices			
<input type="checkbox"/>	Description of project, including pre-developed and post-developed site condition			
<input type="checkbox"/>	Description of existing drainage problems or sensitive areas			
<input type="checkbox"/>	Summary of all calculations in a narrative introduction section, including detention release rates, orifice sizing, receiving conveyances and water quality treatment summary. Conclusion summarizing the design and explaining how the design satisfies the Town's Storm Water Management Ordinance and the Construction Storm water General Permit (CSGP).			
<input type="checkbox"/>	List of assumptions and any special conditions associated with the analysis methods used			
<input type="checkbox"/>	Storm water runoff exhibits and calculations including:			

			TOWN USE ONLY		
Requirement			N/A	✓	X
<input type="checkbox"/>		Drainage area delineation, including upstream off-site areas			
<input type="checkbox"/>		Time of concentration			
<input type="checkbox"/>		Assumed impervious surface area percentages			
<input type="checkbox"/>		Weighted runoff coefficient or curve number			
<input type="checkbox"/>		Design storm frequencies			
<input type="checkbox"/>		Peak runoff rates			
<input type="checkbox"/>		Channel, culvert, and storm sewer design calculations including:			
<input type="checkbox"/>		Size of pipe and typical channel cross section			
<input type="checkbox"/>		Pipe and channel slopes			
<input type="checkbox"/>		Channel lining or pipe material and roughness coefficient			
<input type="checkbox"/>		Pipe flow and hydraulic grade line calculations and graphical representation			
<input type="checkbox"/>		Velocities in feet per second (fps)			
<input type="checkbox"/>		Capacities in cubic feet per second (cfs)			
<input type="checkbox"/>		Outlet protection for erosion and scour protection			
<input type="checkbox"/>		Gutter spread, inlet ponding depth and inlet spacing			
<input type="checkbox"/>		Name of computer model used, where applicable (highlight pertinent data if computer printouts are submitted)			
<input type="checkbox"/>		Detention/Retention facility design calculations including:			
<input type="checkbox"/>		Description of facility			
<input type="checkbox"/>		Description of outlet control structure			
<input type="checkbox"/>		Outlet control structure discharge rating curve & peak discharge rates			
<input type="checkbox"/>		Stage/storage/discharge information during storm events			
<input type="checkbox"/>		Emergency spillway calculations			
<input type="checkbox"/>		Modeling inputs and outputs			
<input type="checkbox"/>		Low Impact Development and storm water Best Management Practice (BMP) sizing and design calculations			
<input type="checkbox"/>		Flood routing calculations			
<input type="checkbox"/>		Storm water quality management design calculations including:			
<input type="checkbox"/>		Potential pollutant sources from the proposed land use and description of proposed post-construction storm water quality treatment BMPs.			
<input type="checkbox"/>		Location, dimensions, detailed specifications, and construction details of all post-construction storm water quality BMPs			
<input type="checkbox"/>		Calculations demonstrating the required water quality treatment volume or water quality treatment flow rate for post-construction storm water quality measures			
<input type="checkbox"/>		A sequence describing when each post-construction storm water quality measure will be installed			
<b>Groundwater and Surface Water Protections</b>					
<input type="checkbox"/>		Discharges directly into sinkholes or fractured bedrock, if proposed, are provided with treatment that results in the discharge meeting state ground water quality standards as referenced in 327 I.A.C. 2-11.			
<input type="checkbox"/>		Any storm water practice that is a Class V injection well is registered with EPA and the discharge from such practices meets state ground water quality standards as referenced in 327 I.A.C. 2-1(D)			

		<i>TOWN USE ONLY</i>		
		<i>N/A</i>	✓	X
<b>Requirement</b>				
<input type="checkbox"/>	As site conditions allow, the rate at which water flows through the MS4 conveyances is regulated to reduce outfall scouring and stream bank erosion			
<input type="checkbox"/>	As site conditions allow, a vegetated filter strip of appropriate width is maintained along unvegetated swales and ditches			
<input type="checkbox"/>	Retail gasoline outlets, municipal, state, federal or institutional refueling areas, and/or outlets and refueling areas, if proposed, have appropriate practices to reduce lead, copper, zinc and polycyclic aromatic hydrocarbons in storm water run-off.			
<input type="checkbox"/>	<b>Operation &amp; Maintenance (O&amp;M) Manuals</b> for all post-construction storm water quality BMPs that include a description of the maintenance guidelines for all post-construction storm water measures to facilitate their proper long-term function.			
<input type="checkbox"/>	Documentation of entity that will be responsible for operation and maintenance of the post-construction system (one of four options below).			
<input type="checkbox"/>	The owner/operator signed statement accepting responsibility for maintenance when the property is legally transferred to another party.			
<input type="checkbox"/>	Written conditions in a sales or lease agreement that require the recipient to assume responsibility for maintenance.			
<input type="checkbox"/>	Written conditions for residential properties operated by a homeowner's association or other entity.			
<input type="checkbox"/>	Other legal agreement that assigns permanent responsibility for maintenance of structural storm water management measures.			