



CITY OF FRANKLIN

DEPARTMENT OF PLANNING & ENGINEERING

70 E. MONROE STREET › FRANKLIN, INDIANA 46131 › 877.736.3631 › FAX 317.736.5310 › www.franklin.in.gov/planning

Checklist for Residential Building Permit Applications

All building permit applications must include the following items:

- A site plan, drawn to scale, including the following information:
 1. The dimensions of the lot
 2. The names and right-of-way width of all adjacent streets and alleys
 3. All easements and required building setback lines
 4. All existing and proposed utilities
 5. All existing buildings on the property with dimensions
 6. The zoning of the property
 7. All the land and floor elevations
 8. The lot number and subdivision or legal description
 9. Sidewalk placement and width
 10. Street tree placement, size and specie
 11. A north arrow
- One set of constructions drawings including the following information:
 1. A foundation plan
 2. A floor plan
 3. Building elevations
 4. An electrical plan (layout, service size and location)
 5. A plumbing plan (fixture placement, hot water heater, lateral location)
 6. An HVAC plan
 7. A wall section detail showing all materials
 8. A roof framing detail (pitch, materials, spans, and layout)

(Note: All engineered products must be documented and certified with an Indiana Registered Engineer stamp)

- A completed building permit application

Please note that at the time the permit is obtained the permit fee, sewer tap-on fee and park impact fee (if applicable) are to be paid to the City of Franklin at the Planning & Engineering Department. Three separate checks are required.