



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 Non-Residential Building Permit Applications

All building permit applications must include the following items:

- A site plan approved by the Technical Review Committee
- Two sets of construction drawings including but not limited to the following:
 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)
 9. Fire suppression system (if applicable)

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

- A completed Land Disturbance Permit Application (if applicable)
- A completed Permit Application
- A completed Plan Authentication Certificate and Agreement form
- A Commercial Design Release from the State of Indiana

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.