CITY of KOKOMO
www.cityofkokomo.org

Building Permit Application

Address of Work:

Certificate of Occupancy

Name of Business:

NEW CONSTRUCTION

- ○ Residential Single Family
- ○ Residential Two Family
- ○ Residential Three or More Family
- ○ Commercial
- ○ Other

Building Slab: Yes ○ No ○

Number of Units:

Number of Stories:

Square Footage:

Material Cost Only:

ADDITIONAL CONSTRUCTION

- ○ Residential Remodel
- ○ Garage
- ○ Pole Barn
- ○ Commercial Remodel
- ○ Residential Room Add-on
- ○ Residential Room Add-on w/ Plumbing
- ○ Residential Pool/Hot Tub
- ○ Commercial Sign

ELECTRICAL

- ○ Service Upgrade
- ○ Underground Service
- ○ New Meter Base
- ○ Commercial Repair
- ○ Meter Set
- ○ Temporaey Pole
- ○ Move Service Panel
- ○ Commercial Sign
- ○ Complete Rewire
- ○ Additional Wireing
- ○ New Service

MISCELLANEOUS WORK

- ○ Sewer Re-tap
- ○ Sidewalk
- ○ Sewer Tap (In City)
- ○ Driveway
- ○ Sewer Tap (County)

OWNER

Name:

Address:

Phone: Cell: Email:

GENERAL CONTRACTOR

Name:

Address:

Phone: Cell: Email:

ELECTRICAL CONTRACTOR

Name:

Address:

Phone: Cell: Email:

PLUMBING CONTRACTOR

Name:

Address:

Indiana Plumbing license Number:

Phone: Cell: Email:

DISCLOSURE STATEMENTS

The property owner and/or his or her agent hereby attest to and concur with the following:

1. I have the authority to make the foregoing application.
2. The application and accompanying plans/documentation are correct.
3. The plans submitted for this project are a basis upon which the City of Kokomo's Building and Zoning Department is entitled to act in issuing or revoking and Permits and or Certificates.
4. If any misrepresentation in the application or any associated documents is exposed, the City of Kokomo's Building and Zoning Department may revoke any and all Permits and or Certificates issued.
5. I agree to comply with all applicable City of Kokomo Ordinances, State of Indiana Statutes, International Building Codes and Permits conditions which regulate building, construction, use, occupancy and site development.
6. I grant and request the City of Kokomo Building and Zoning Department, and it designates, the privilege to access the property designated in this application and conjoined to this project for the purposes of inspecting the work permitted and posting notices for the same.
7. The Building Department/Building Commissioner/City Representative is hereby authorized to enter the premises to perform required inspections.
8. The structure will not be used or occupied until a Certificate of Occupancy has been issued.
9. The permit is not valid, and **work is not permitted until signed and issued by an agent of the City of Kokomo Department.**
10. The issuance of a permit shall not authorize the violation of any provision of the Building Code, Electrical Code, Plumbing Code, Zoning Code or any other applicable code or regulation.
11. **Failure to call for a required inspection may result in the assessment of fines/penalties. You may also be required to undo already completed work so that code compliance may be verified by the inspector.**
12. If an inspection is failed or denied by the inspector, a re-inspection fee may be assessed, and you will be required to schedule a new inspection appointment.
13. The Certificate of Occupancy may not be issued if proper inspections are not call for.

SIGNATURES

_____

PROPERTY OWNER OR APPLICANT OR AGENT

_____

DEPARTMENT OF BUILDING REPRESENTATIVE

Application is hereby made for a permit to erect or alter a structure as described herein or shown in accompanying plans and specifications, which structure is to be located as shown on the accompanying plot plan.
The information which follows and the accompanying plans are specifications, with the representations therein contained are made a part of this application, in reliance upon which the building commissioner is requested to issue a building permit. The foregoing does not apply to improvement location permits. It is understood and agreed by this applicant that any error, misstatement or misrepresentation of material fact or expression of material fact, either with or without intention on any part of this application, such as might, or would, operate to cause a refusal of this application or any material alteration or change in the accompanying plans, specifications or Structure made subsequent to the issuance of a permit in accordance with this application, without the approval of the building commission shall constitute sufficient ground for the revocation of this permit.
Every permit shall expire by limitation if active work shall not commence within 6 months of the date of issuance thereof. If the work authorized by the pennit is suspended or abandoned any time after work is commenced, for a period of 6 months, the work shall be recommenced only after the issuance of a new permit.

Applicant: _____ **Date:** _____

PRINT

You can also mail this application to: City of Kokomo 100 S. Union Street Kokomo, IN 46901

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(OFFICE USE ONLY)

○ **Approved** **Date:** _____ **Permit Number:** _____

○ **Denided** **Date:** _____

Date sent to Assessor: _____