

COMMERCIAL PERMIT GUIDE

DOES MY WORK REQUIRE A BUILDING PERMIT?

YES

- Tenant finish
- Remodel
- Remodel with change of Use*
- Equipment upgrade (e.g., electrical, plumbing)
- Infrastructure change*
- New structure*
- Addition*
- Accessory structure
- Fence - Planning Commission
- Pool*

*Additional requirement(s) needed

NO

- Painting
- Carpeting
- Siding
- Roofing

ADDITIONAL REQUIREMENTS

In addition to obtaining a Building Permit, your project may require further approvals before construction can begin.

- You can schedule a consultation to determine the proper permits required.
- Contact the Planning Commission for any zoning questions at 765-456-2330
- Any new business WILL require a Certificate of Occupancy Permit.

Certain projects may also need additional releases from the [Indiana Department of Homeland Security \(IDHS\)](#). For questions on this matter, please contact the IDHS at (317) 232-6422.

SUBMITTAL REQUIREMENTS

Projects that require a Building Permit may be required to submit any or all of the following:

- Mechanical, electrical, and plumbing (MEP) plan
- Wall section plan
- Floor plan
- Site plan
- Landscaping plan
- Foundation plan
- Engineered construction plan (drainage, infrastructure, and site details)

THIS GUIDE WAS DESIGNED TO CLARIFY AND SIMPLIFY THE PERMITTING PROCESS FOR COMMERCIAL IMPROVEMENTS IN THE CITY OF KOKOMO. PLEASE CONTACT THE PERMITS DEPARTMENT FOR SPECIFIC QUESTIONS ABOUT YOUR UPCOMING PROJECT AT (765) 456-7362.