

# Elkhart County Planning & Development

Public Services Building | 4230 Elkhart Road, Goshen, Indiana 46526  
Phone: 574-875-3335 | Fax: 574-875-3308  
[www.elkhartcountyindiana.com](http://www.elkhartcountyindiana.com)

## CLASS 1 - PLAN REVIEW PROCESS & INFORMATION

### State of Indiana Building Commissioner

**ATTENTION!!** THE 2008 INDIANA BUILDING, FIRE, MECHANICAL AND FUEL GAS CODES WILL BE EFFECTIVE ON JUNE 16, 2008.

As soon as the final published text of the amendments to each code is available, there will be a link from Code Services to each code's amendments. Log on to: <http://www.in.gov/dhs/2372.htm>

Dave Moses or Carolyn Kemp  
(317) 232-1426 (317) 232-1431

The Plan Review staff reviews plans for construction and alteration of Class I structures for compliance with applicable adopted codes and standards, and prepares design releases for approval by the State Fire Marshal. Three main programs are included in this process: project filing, review and release documentation.

The stated goal of this process is to accurately review and release construction plans within ten working days of their filing. Another program, not directly affecting the release turnaround time, is customer correspondence.

#### ***Electronic Filing Information***

**NOTE:** 675 IAC 12-4-7 (a) states in part: "Construction projects shall be done in compliance with the applicable rules of the commission in effect on the date the plans were **FILED** with the division". Therefore, all plans **RECEIVED** in the Plan Office on or after June 16th will be reviewed in accordance with the provisions of the 2008 codes.

#### **WELCOME TO THE WORLD OF ON-LINE ELECTRONIC FILING**

#### **THE ADVANTAGES OF ON-LINE ELECTRONIC FILING**

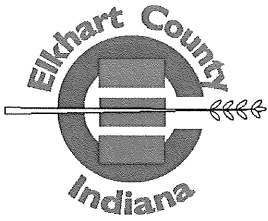
- State project number given instantly.
- Communication via e-mail (RESULTING IN FASTER TURNAROUND TIME BY ELIMINATING THE MAIL).
- Environmentally Friendly.
- Environmental considerations - Nearly 100% Paper-less process.
- Fees payable by credit card (visa or master card) or electronic-check.
- Cost savings including mailing, printing, travel, and staff time, etc.
- Cost savings by eliminating plan storage.
- Can file a project 24 hours a day – 7 days a week – 365 days a year.

E-mail [ckemp@dhs.in.gov](mailto:ckemp@dhs.in.gov), [mlove@dhs.in.gov](mailto:mlove@dhs.in.gov) or [dmoses@dhs.in.gov](mailto:dmoses@dhs.in.gov) if project confirmation is not received within 2-3 business days.

FOR MORE INFORMATION ABOUT HOW TO ELECTRONICALLY FILE YOUR PROJECT, OR ANY NEW CHANGES LOG ON TO: [www.in.gov/ai/appfiles/dhs-drs](http://www.in.gov/ai/appfiles/dhs-drs)

FOR INFORMATION ABOUT THE NEW FEE SCHEDULE AND/OR DOWNLOADING APPLICATIONS LOG ON TO: [http://www.in.gov/dhs/files/plan\\_review\\_fees.pdf](http://www.in.gov/dhs/files/plan_review_fees.pdf)

*Planning Our Future Today*



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## ***Code Book Information***

Code books can be obtained through several sources. The International Code Council (ICC) can be contacted on-line at <http://www.iccsafe.org/> and its toll-free number, 1-888-699-0541.

The Indiana amendments to all codes are available on-line at <http://www.state.in.us/legislative/iac/title675.html>. Title 675 contains the adoptions for the Division of Fire and Building Safety.

Some libraries have code books among their reference materials. Please contact your local library for research on code. Technical Services and Research will continue to answer only those questions about interpretation of the codes.

## ***Telephone Assistance Numbers***

### **FILING REQUIREMENTS AND FEES**

(317) 232 - 6418

(317) 232 - 6385

(317) 232 - 1431

### **ELECTRONIC FILING INFORMATION AND ASSISTANCE**

(317) 232 - 1426

(317) 232 - 6364

(317) 232 - 1419

(317) 232 - 1431

### **PROJECT FILING EXEMPTIONS**

(317) 232 - 1421

(317) 232 - 1426

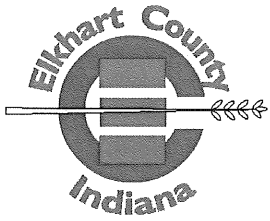
### **PROJECT STATUS**

(317) 232 - 1431

(317) 232 - 6418

(317) 232 - 6385

**WE WILL NOT RESPOND TO INQUIRIES ON PROJECTS THAT HAVE BEEN IN THE DIVISION FOR LESS THAN TEN WORKING DAYS.**



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## Frequently Asked Questions

**Question:** *What documents and information are needed to obtain an early foundation release on a construction project when I don't have all the plans completed for submission?*

**Answer:**

- Application for Construction Design Release (reference [675 IAC 12-6-5](#)) and [675 IAC 12-6-14](#).
- Correct fees for Project (reference [675 IAC 12-6-8](#)).

**Question:** *I want my project to be released as soon as possible. What deficiencies commonly hold up the review process?*

**Answer:**

- Incorrect fees (reference [675 IAC 12-3-2](#))
- No owner's signature. The owner's signature must be included. (reference [675 IAC 12-6-6](#)). The signature may be original or copy.
- Incorrect or incomplete design professional certificate for projects which must be certified. The design professional must sign the application for construction design release and identify the inspecting design professional. (reference [675 IAC 12-6-6 \(c\)\(10\)](#)).

**Question:** *If my project must be certified by a design professional, must the individual who does the construction inspection be an architect or engineer registered in Indiana?*

**Answer:** The inspecting design professional identified on the Application for Design Release may do the inspection for the purpose of assuring compliance with specifications, plans and designs. The design professional may, however, employ others to inspect the construction and make reports with which the design professional evaluates the construction (reference [IC 25-31-1-2\(d\)](#) and [IC 25-4-1-18](#)).

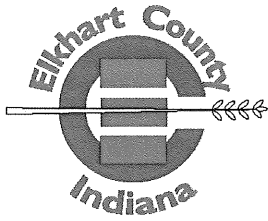
**Question:** *How long does the Plan Review process take?*

**Answer:** Plans are usually handled on the first come-first serve basis.  
Normally the turnaround time in Plan Review is about ten working days.  
However, it can lengthen if your plans are incomplete or in conflict with design rules.

**Question:** *What code requirements will apply to my project?*

**Answer:** A document called the General Administrative Rules (GAR) is the key to determining how the statewide system of codes applies to your project.

The GAR contains all of the administrative rules which affect how the codes apply to your construction project and how the codes apply to your existing building. The GAR also contains rules which govern the plan review process, so it is a vital instrument to people who use the plan review process regularly.



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**Question:** *What buildings must have a design release issued by the office of the State Building Commissioner before construction may be done?*

- Answer:**
- Class 1 structures. A class 1 structure is a building or structure that is intended to be or is occupied or otherwise used in any part by the public, three or more tenants, or one or more persons who act as the employees of another. The definition of a class 1 structure includes site improvements which affect accessibility to buildings which are class 1 structures.
  - Buildings used only for an agricultural purpose on the land where they are located and not used for retail trade are not Class 1 structures.
  - Vehicular bridges are not Class 1 structures.

**Question:** *We are planning to build a 900-square-foot pump house within our existing municipal sewage plant facility. Will a design release be required prior to construction?*

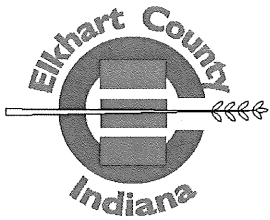
- Answer:**
- If the pump house is owned and used by a utility and will never be occupied or used by the public and will not normally be occupied or used by a person acting as an employee of another, the building is exempt from the design release requirement (reference [675 IAC 12-6-4](#)).
  - Several other Class 1 structures are also exempt from the design release requirement because of their use or their small size.

**Question:** *We are going to replace our 100-ampere breaker panel with a 200-ampere panel. Must we obtain a design release for this work?*

- Answer:** Probably not. Replacement in the same location of electrical equipment or devices with those of a similar type and rating including an increase in current capacity in nonhazardous areas where there is no change in voltage or phases does not require a design release (reference [675 IAC 12-6-4 \(b\)\(3\)\(A\)](#)).

**Question:** *In Indiana is polystyrene foam insulation permitted to be applied directly to the roof deck without an intervening thermal barrier?*

- Answer:** The direct to deck application is considered an alternative method or material and is regulated by [675 IAC 12-6-11](#). If the application is the sole subject of an evaluation report "published by an independent, nationally recognized testing laboratory" that "contains limitations, conditions, or standards for alternative materials, method of construction, or design procedures", the State Building Commissioner and State Fire Marshal may approve the use of the application. The application for construction design release must include the evaluation report for the application being requested.



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**Question:** Concerning a "fire suppression submittal". Questions raised include:

1. What application should I be using?
2. How are fees calculated?
3. What about the standard for "400 heads and/or over"?
4. What needs to be included when I file now?

**Answer:** To answer these questions, certain things need to be taken into consideration to determine just what is necessary.

## Situation 1:

I have filed for a project and was granted a release which did not include the fire suppression system (see Fire Suppression System Application (Word 97 Version)). In a situation as this, you would file as always, submitting with **ONLY ONE COMPLETE SET OF PLANS** – which shall not be returned, so keep any other copies in your possession. Then you would calculate the fees based on the cost for a partial filing (making sure you also reference the SBC # on the former release) and make the check payable to "Dept of Fire and Building Services).

## Situation 2:

I am submitting a brand new construction for which there has not been a release ever granted. You will still use the Fire Suppression System Application) and submit with **ONLY ONE COMPLETE SET OF PLANS** – which shall not be returned, so keep any other copies in your possession. There will be no need to reference a previous SBC number as one will be assigned since this will be a new project. Fees are calculated according to any other STANDARD filing but using this specific formula.

Filing: \$69.00

The construction cost involved with the price of labor and materials required associated with the suppression system times \$.0020 (using the Category C calculation figure). This is also calculated on the basis of the floor area of each affected story.

Processing  
Fee:

Add this to the above \$69.00 filing fee. Your check is to be made payable to "Dept of Fire and Building Services".



**APPLICATION FOR CONSTRUCTION  
DESIGN RELEASE**

☐ **STANDARD** / ☐ **PARTIAL**  
☐ **FOUNDATION REQUEST**

State Form 37318 (R13 / 8-99)

Approved by State Board Of Accounts 1999

Return to: INDIANA DEPARTMENT OF HOMELAND SECURITY  
DIVISION OF FIRE AND BUILDING SAFETY  
PLAN REVIEW BRANCH  
INDIANA GOVERNMENT CENTER SOUTH  
402 W WASHINGTON ST RM E245  
INDIANAPOLIS IN 46204-2739  
[www.in.gov/dhs/2372.htm](http://www.in.gov/dhs/2372.htm)

**PLEASE PRINT CLEARLY**

**PROJECT LOCATION (Must Be Complete and Accurate)**

Name of Project		Closest intersecting street or road	
Address (site location, number and street)		Suite or Floor	Direction FROM intersection TO project $\pi$ North $\pi$ South $\pi$ East $\pi$ West
City	County	Is project within city limits? $\pi$ Yes $\pi$ No	Is building State owned $\pi$ Yes $\pi$ No

**OWNER'S CERTIFICATE (Must Be Executed)**

As owner of the project for which this application is being filed, I hereby certify:

1. The description of use and information contained on this application are correct;
2. The project will be constructed in accordance with the released documents and applicable rules of the Fire Prevention and Building Safety Commission;
3. Any changes to the released documents will be filed with the Indiana Department of Homeland Security, Division of Fire and Building Safety, Plan Review Branch.

Authorized signature		Name of owner or business	
Name (typed or printed)		Address (number, street, PO Box if applicable)	
Title		City, State, Zip Code	
Telephone Number:	Fax Number:	E-Mail:	Facility use:

**Foundation Requested** I agree to take full responsibility for removing and replacing any construction found by plan examination or by inspection, to be in violation of the building codes. I further agree not to proceed with above grade construction until the complete building plans and specifications have been reviewed and released by the Indiana Department of Homeland Security, Division of Fire and Building Safety, Plan Review Branch.

**DESIGN PROFESSIONAL CERTIFICATE**

(Must Be Executed for all new buildings or additions exceeding 30,000 Gross Cubic feet or any alteration affecting Structural Safety)

As the design professional for the project for which this application and plans are being filed, I hereby certify:

1. I am qualified and competent to design such buildings, structures, and systems;
2. the plans filed in conjunction with this application were created by me and / or by persons under my immediate personal supervision and will comply with all applicable building laws and rules of the Commission;
3. the project data contained on this application is correct and corresponds with the plans that are being filed in conjunction with this application;
4. the design professional identified below or a designee will inspect the construction covered by this application at appropriate intervals to determine general compliance with the released documents and applicable rules of the Commission and will cause all noted deviations from released documents and code violations to be corrected or notify the owner and authorities having jurisdiction of all specific deviations and code violations; and
5. I affirm under penalty of perjury that the representations contained herein are true and I further understand that providing false information constitutes an act of perjury, which is a Class D felony punishable by a prison term and a fine of up to \$10,000.

Responsibility is for the following systems:		$\pi$ Site	$\pi$ Foundation	$\pi$ Structural	$\pi$ Architectural	$\pi$ Mechanical
$\pi$ Plumbing		$\pi$ Electrical	$\pi$ Fire Suppression	$\pi$ All Above	$\pi$ Other (specify)	
Signature		Name of firm (if applicable)				
Name (typed or printed)		Address (number, street, PO Box if applicable)				
Indiana Registration Number:		$\pi$ Architect	City, State, Zip Code			
		$\pi$ Engineer				
Telephone Number:		E-Mail:			Fax Number:	
Designated Inspecting Design Professional:			Indiana Registration Number:		Telephone Number:	

STANDARD FILING FEE	PROCESSING	PARTIAL	FOUNDATION	INSPECTION	LATE FILING	TOTAL

**IF MULTIPLE DESIGN PROFESSIONALS ARE INVOLVED IN THE CERTIFICATION  
PROCESS, SUBMIT AN ADDITIONAL PAGE 1 WITH THE APPROPRIATE INFORMATION.**

**PROJECT DATA**

(to be completed by submitter) Please answer all pertinent questions

**FOR OFFICE USE ONLY**

SBC project number

Filing date

**DOCUMENTS REQUIRED FOR FILING**

- One Application for Construction Design Release, together with correct filing fees. (See Fee Schedule)
- One complete filing (paper or e-mail). This filing will not be returned to the applicant. A set of drawings identical to those released by the Indiana Department of Homeland Security, Division of Fire and Building Safety, Plan Review Branch, shall be maintained on the project site. Weight limit of each submitted package is 30 pounds.
  - Site plan showing dimensioned location of building to all property lines and to all existing buildings on the property, as well as width of any streets, access roadways or easements bordering the property.
  - Foundation and basement plans and details.
  - Dimensioned floor plans for all floors.
  - Fire and life safety plan showing graphically or by legend the location and rating of building elements such as area separation walls, smoke barriers, fire-resistive corridor walls, stair enclosures, shaft enclosures and horizontal exists.
  - Wall elevations of all exterior walls including adjacent ground elevation.
  - Sections and details of walls, floors and roof, showing dimensions, materials.
  - Structural plans and elevations showing size and location of all members, truss designs showing all connection details, and stress calculations.
  - Room finish schedule showing finishes for walls, ceilings and floors in all rooms, stairways, hallways and corridors.
  - Door schedule showing material, size, thickness and fire-resistive rating for all doors.
  - Electrical plans, diagrams, details and grounding of service entrance and power or lighting information required for energy conservation.
  - Plumbing plans showing location of fixtures, risers, drains, and piping isometrics.
  - Mechanical plans showing location and size of ductwork, equipment, fire dampers, smoke dampers and equipment schedules showing capacity.
  - Fire protection plans showing type of system, location of sprinkler heads, standpipes, hose connections, fire pumps, riser and hanger details.

PROJECT DESCRIPTION (Must Be Complete)			FLOOR AREAS	ESTIMATED COSTS
Scope of work: <input type="checkbox"/> New building <input type="checkbox"/> Addition <input type="checkbox"/> Remodeling			Total existing (if applicable) Sq. ft.	
Is this construction the result of fire or Natural disaster? <input type="checkbox"/> Yes <input type="checkbox"/> No	Sewer : <input type="checkbox"/> Existing <input type="checkbox"/> Proposed <input type="checkbox"/> Public <input type="checkbox"/> Private <input type="checkbox"/> None		Addition (if applicable) Sq. ft.	Addition (if applicable) \$
Fire suppression system in building <input type="checkbox"/> Full <input type="checkbox"/> Partial <input type="checkbox"/> None	Detailed suppression system plans/specs <input type="checkbox"/> Provided <input type="checkbox"/> To follow		Remodeled (if applicable) Sq. ft.	Remodeling (if applicable) \$
If partial, specify where*	Located in flood plain (check county plan commission) <input type="checkbox"/> Yes <input type="checkbox"/> No		Total building area square feet	Total project cost \$
Building construction type and occupancy classification	Building height (stories)*		Number of buildings this submittal (Describe if necessary)*	Volume cubic feet (Fee category E only)
Indiana rehabilitation standard (Rule 8) used? <input type="checkbox"/> Yes <input type="checkbox"/> No	Evaluation documents provided? <input type="checkbox"/> Yes <input type="checkbox"/> No		Use of conversion rule (Rule 13) proposed? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Does project include: (Check if yes)				
<input type="checkbox"/> Elevator or lift	<input type="checkbox"/> Combustible fibers storage	<input type="checkbox"/> Fireworks storage	<input type="checkbox"/> Explosives storage	
<input type="checkbox"/> High-piled storage	<input type="checkbox"/> Boiler or pressure vessel	<input type="checkbox"/> Hazardous or flammable materials storage		
Describe proposed use of facility IN DETAIL including types of flammable or combustible materials stored or handled *				

Describe IN DETAIL previous or current use of facility (if existing facility)\*

	Number of persons employed (max/shift)
General comments*	Number of persons (public)

**GENERAL INFORMATION**

Has work at this location ever been filed? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	Does project include use of a master plan design release or a factory built modular or mobile structure? <input type="checkbox"/> Yes <input type="checkbox"/> No		
What year and month?	Previous SBC Project Number	Name of Manufacturer	Master Plan / Modular Number
Has construction started? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, has notice of violation or investigation been issued? <input type="checkbox"/> Yes <input type="checkbox"/> No		If no, probable construction starting date?

\*NOTE: USE SEPARATE SHEET IF ADDITIONAL SPACE IS REQUIRED.