

SYCAMORE TOWNSHIP PERMIT APPLICATION REQUIREMENTS

1-20-12

****APPLICATION WITH PROPERTY OWNER'S SIGNATURE REQUIRED FOR ALL OF THE FOLLOWING:**

****INSPECTIONS REQUIRED FOR FOUNDATION, PIERS, FINAL, SIGNS**

APPLICATION TYPE	PLANS REQUIRED	NUMBER OF SETS
Commercial Applications		
New Commercial Building	ISR Worksheet	1
Commercial Addition	Full set of construction documents including mechanical and sprinkler drawings as required.	8 <i>(1 set for Zoning, 1 set for Fire Department, 6 sets returned to applicant to submit to Hamilton County)</i>
	CD of construction documents in pdf format	1
Interior Finish/Alterations		
Accessory Use Structure (including solar panels) (120 sq. ft. and over)	Full set of construction documents including mechanical and sprinkler drawings as required.	8 <i>(1 set for Zoning, 1 set for Fire Department, 6 sets returned to applicant to submit to Hamilton County)</i>
	CD of construction documents in pdf format	1
Accessory Use Structure (under 120 sq. ft.)	Site Plan Elevation Floor Plan	2
Façade Renovations	Site Plan Elevation Signage Plan (if applicable)	7 <i>(1 set for Zoning, 6 sets returned to applicant to submit to Hamilton County)</i>
Tenant Change (no interior changes)	Site Plan Floor Plan Letter of Intent	8 <i>(1 set for Zoning, 1 set for Fire Department, 6 sets returned to applicant to submit to Hamilton County)</i> 1
New Sign	Site Plan Sign Details Elevation Foundation Plan (if applicable)	4 <i>(1 set for Zoning, 3 sets returned to applicant to submit to Hamilton County)</i>
Sign Face Change	Site Plan Before/After Elevations	4 <i>(1 set for Zoning, 3 sets returned to applicant to submit to Hamilton County)</i>
Temporary Sign	Site Plan Sign Elevation	2
Temporary Tents (Under 200 sq. ft. closed sides) (Under 700 Sq. ft. open sides)	Site Plan Tent Details Letter of Intent	3 <i>(1 set for Zoning, 1 set to Fire Department, 1 set returned to applicant)</i> 1
Temporary Tents (200 sq. ft. and over closed sides) (700 sq. ft. and over open sides)	Site Plan Tent Details Letter of Intent	6 <i>(1 set for Zoning, 1 set to Fire Department, 4 sets returned to applicant to submit to Hamilton County)</i> 1
Parking Lot	Site Plan Parking Stall Details ISR Worksheet	7 <i>(1 set for Zoning, 6 sets returned to applicant to submit to Hamilton County)</i> 1
Fence	Site Plan Fence Details	2
Retaining Wall	Site Plan Wall Details	4 <i>(1 set for Zoning, 3 sets returned to applicant to submit to Hamilton County)</i>