



# CICERO / JACKSON TOWNSHIP PLAN COMMISSION

## Building Permit Checklist

The building permit package should include but is not limited to the following information:

- A complete Building Permit Application; Please include the full mailing address (city, state, and zip) and contact information of the property owner and building contractor
- Parcel Number
- Deed for the property; One (1) copy included for the property in question (or proof of ownership)
- Site Plan; One (1) copy drawn to scale + One (1) electronic copy showing:
  - Outline of the entire property
    - Property line dimensions
    - Plot Plan & Location of all site improvements; (All primary and accessory structures, parking and drive areas, pools, lake access, etc.)
    - All utility and property easements (Plat Plan)
    - Set back distance from the property line to the proposed improvements/buildings. See pg. 5 "Ordinance definition of appurtenances setbacks"
    - Location of septic tank, field and well if present
- Septic Permit/ Public Sewer Tap Fee Receipt; New Construction
  - Septic Permit (Hamilton County Health Department, Noblesville)
  - Sewer Tap Fee (Cicero Utilities Office at 331 E. Jackson St., Cicero)
- Well Permit/ Public Water Tap Fee Receipt; New Construction
  - Well Permit (Hamilton County Health Department, Noblesville)
  - Water Tap Fee (Cicero Utilities Office at 331 E. Jackson St., Cicero)
- Impact Fees; New Construction
  - Park Impact Fees (Cicero Utilities Office at 331 E. Jackson St. Cicero)
- Driveway/ Road Cut Permit; New Construction
  - All new drives and roads require a permit
  - Inside Town limits of Cicero (Cicero Utilities, 331 E. Jackson)
  - Outside Town limits (Hamilton County Highway Department, 1700 South 10<sup>th</sup> st., Noblesville)
- Permission from the Home Owners Association; Construction in subdivision
- Lot drainage approval from the Hamilton County Surveyors Office; (Where Applicable)
  - Located first level of the Judicial Center, Noblesville
- Construction Documents; One (1) copy of the plans for construction + One (1) electronic copy
  - Must include elevation changes as best as can be described
  - For questions contact the Plan Commission 317-984-5845  
Email: [tzawadzki@townofcicero.in.gov](mailto:tzawadzki@townofcicero.in.gov)

Truss Calculations; If required for the construction, One (1) copy + One (1) Electronic copy with

Registered Indiana Architect or Engineer's Seal

331 E. JACKSON ST. P.O. Box 650 CICERO, IN 46034  
PHONE: 317-984-5845 FAX: 317-984-5938 WWW.CICEROIN.ORG



# CICERO / JACKSON TOWNSHIP PLAN COMMISSION BUILDING PERMIT APPLICATION

## OFFICE USE ONLY

<b>Permit Category</b>		<b>Permit #:</b>
<input type="checkbox"/> Improvement Location	<input type="checkbox"/>	Date of Issue:
<input type="checkbox"/> Building Permit	<input type="checkbox"/>	Date of Expiration:
<b>Type of Release</b>		Required Inspections:
<input type="checkbox"/> Full Release	<input type="checkbox"/> Foundation Only	Permit Cost:
<input type="checkbox"/> Conditional Release	<input type="checkbox"/> Structure Only	Conditions:
<input type="checkbox"/>		Construction Type:

## APPLICANT MUST COMPLETE THE FOLLOWING

Property Owner:		
Address:		
City:	State:	ZIP Code:
Telephone:	Fax:	E-mail*:
Project Address:		
City:	State:	ZIP Code:
Parcel:	Subdivision:	
General Contractor/ Builder:	Telephone:	
Address:	Fax:	
City:	Cell Phone:	
State:	ZIP Code:	Email*:

## PROJECT INFORMATION

Total Square Footage Including Basement*:		Height Above Ground:	
<b>Type of Construction</b>		<b>Foundation</b>	
<input type="checkbox"/> Wood	<input type="checkbox"/> Metal	<input type="checkbox"/> Crawl Space	<input type="checkbox"/> Basement
<input type="checkbox"/> Masonry	<input type="checkbox"/> Post/Beam	<input type="checkbox"/> Slab	<input checked="" type="checkbox"/> Combo _____
<b>Type of Permit</b>		<b>Type of Improvement</b>	
<input type="checkbox"/> Improvement Location	<input type="checkbox"/> Retail Commercial	<input type="checkbox"/> New Structure	<input type="checkbox"/> Primary Ag.
<input type="checkbox"/> Single Family	<input type="checkbox"/> Office Commercial	<input type="checkbox"/> Addition	<input type="checkbox"/> Finish Space
<input type="checkbox"/> Duplex	<input type="checkbox"/> Industrial	<input type="checkbox"/> Garage	<input type="checkbox"/> Site/Land Imp.
<input type="checkbox"/> Multi-Family	<input type="checkbox"/> Institutional	<input type="checkbox"/> Remodel	<input type="checkbox"/> Home Occupation
Estimated Cost*:		<input type="checkbox"/> Swimming Pool/Spa	<input type="checkbox"/> Accessory Structure
<input type="checkbox"/>		<input checked="" type="checkbox"/> Other _____	

## Additional Property Information

Water Permit#	BZA Docket#	Date:
Septic Permit#	PC Docket #	Date:
Road Cut Permit #	Other Approvals _____	

## CERTIFICATION AND NOTICE OF INTENT TO COMPLY

I hereby certify that I have the authority to make the foregoing application, that the application is correct, and that the construction will conform to the regulations in the Building Ordinance, Zoning Ordinance, private building restrictions, if any, which may be imposed on the above property by deed.

I further certify that the construction will not be used or occupied until the proper certificates of Occupancy and/or Compliance are filed with the office of the Cicero/Jackson Township Plan Commission.

## SIGNATURES

Approved By	*Owner/ Contractor/ Builder
-------------	-----------------------------

\*REQUIRED INFORMATION NEEDED\*



# CICERO / JACKSON TOWNSHIP PLAN COMMISSION

## CONSTRUCTION INFORMATION

### APPLICANT MUST COMPLETE THE FOLLOWING

General Contractor/ Builder:

Telephone:

Cell:

Fax:

E-mail:

Is the Property Owner the General Contractor/ Builder?

☐ Yes

☐ No

#### Foundation

Excavators:

Phone:

Footings:

Phone:

Foundation:

Phone:

Other:

Phone:

#### Rough-In

Framing:

Phone:

Plumbing:

Phone:

Electrical:

Phone:

HVAC:

Phone:

Insulation:

Phone:

Other:

Phone:

#### Final/ Finish Work

Finish Carpenter:

Phone:

Final Grading:

Phone:

Landscape:

Phone:

Other:

Phone:



# Cicero/Jackson Township

## Advanced Structural Components Building Permit Application Reporting Form

This form is required in order to comply with the requirements of IC 22-11-21 (Public Law 104, 2018) as it relates to the use of advanced structural components (lightweight I-joints or lightweight roof trusses) in Class I and Class II construction that:

1. Have less mass cross-sectional area than sawn lumber of equivalent proportions used in an equivalent application; and
2. Are assembled from combustible or noncombustible materials, or both

\*This does not include a structural assembly, joint, or truss that provides at least 1 hour of fire resistance under ASTM E 119\*

Address: \_\_\_\_\_

Town of Cicero: \_\_\_\_\_  
Cicero Fire

Jackson Township: \_\_\_\_\_  
Jackson Township Fire

TYPE OF ADVANCED STRUCTURAL COMPONENT	LOCATION IN STRUCTURE
1.	
2.	
3.	
4.	

*I hereby certify that I have the authority to make the foregoing application and that the information in the application is correct.*

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

**IC 22-12-1-4****“Class 1 Structure”**

Sec. 4. (a) “Class 1 structure” means any part of the following:

- (1) A building or structure that is intended to be or is occupied or otherwise used in any part by any of the following:
  - (A) The public.
  - (B) Three (3) or more tenants.
  - (C) One (1) or more persons who act as the employees of another.
- (2) A site improvement affecting access by persons with physical disabilities to a building or structure described in subdivision (1).
- (3) Outdoor event equipment.
- (4) Any class of buildings or structures that the commission determines by rules to affect a building or structure described in subdivision (1), except buildings or structures described in subsections (c) through (f).
- (b) Subsection (a)(1) includes a structure that contains three (3) or more condominium units (as defined in IC 32-25-2-9) or other units that:
  - (1) are intended to be or are used or leased by the owner of the unit; and
  - (2) are not completely separated from each other by an unimproved space.
- (c) Subsection (a)(1) does not include a building or structure that:
  - (1) is intended to be or is used only for an agricultural purpose on the land where it is located; and
  - (2) is not used for retail trade or is a stand used for retail sales on farm produce for eight (8) or less consecutive months in a calendar year.
- (d) Subsection (a)(1) does not include a Class 2 structure.
- (e) Subsection (a)(1) does not include a vehicular bridge.
- (f) Subsection (a)(1) does not include a structure that is intended to be or is occupied solely to provide periodic maintenance or repair of:
  - (1) the structure; or
  - (2) mechanical or electrical equipment located within and affixed to the structure.

*As added by P.L.245-1987, SEC.1. Amended by P.L.223-1989, SEC.1; P.L.23-1993, SEC.149; P.L.2-2002, SEC.72; P.L. 141-2003, SEC.2; P.L. 92-2012, SEC.2; P.L. 142-2013, SEC.2.*

**IC 22-12-1-5****“Class 2 structure”**

Sec. 5 (a) “Class 2 structure” means any part of the following:

- (1) A townhouse or a building or structure that is intended to contain or contains only one (1) dwelling unit or two (2) dwellings units unless any part of the building or structure is regularly used as a Class 1 structure.
- (2) An outbuilding for a structure described in subdivision (1), such as a garage, barn, or family swimming pool, including an above ground swimming pool, unless any part of the outbuilding is regularly used as a Class 1 structure.
- (b) Subsection (a) does not include a vehicular bridge.
- (c) For purposes of subsection (a)(1), “townhouse” means a single-family dwelling unit constructed in a group of three (3) or more attached units in which each unit:
  - (1) extends from foundation to roof;
  - (2) is not more than three (3) stories in height;
  - (3) is separated from each adjoining unit by:
    - (A) two (2) one (1) hour fire-resistance rated walls with exposure from both sides; or
    - (B) a common two (2) hour fire-resistance rated wall; and
  - (4) has open space on at least two (2) sides.

*As added by P.L. 245-1987, SEC.1. Amended by P.L. 72-2008, SEC.1; P.L. 218-2014. SEC.5.*



# CICERO / JACKSON TOWNSHIP PLAN COMMISSION

## Single Family Resident & Room Additions

### Required Information for Construction Documents (Blue Prints)

The following information is required to obtain a building permit for a single family residence within the jurisdiction of the Cicero/ Jackson Township Plan Commission. This information will be reviewed for compliance with the minimum standards for building code as currently adopted by the state of Indiana. The omission of any information noted below will cause delays in processing the building permit application. Please read these instructions carefully. If you have any questions, please contact the Plan Commission at 317-984-5845.

**Note: Current Zoning Ordinances, Building Requirements, Processes for Permitting can be found on the Cicero Town Website for review, [www.cicero.in.org](http://www.cicero.in.org).**

#### Each set of construction documents shall contain:

- Foundation Plans
- Floor Plans; Each floor level, including basement if applicable
- Wall Section or Building Section
- Building Elevations; Front, back and both side views
- Truss Calculations; If using manufactured trusses

#### Foundation Plan; The following information shall be indicated

- Show and dimension all footings, pier footings, thickened slabs, etc.
- Show foundation walls and locate crawl space vents sump pit, and crawl access
- For basement; Label use of rooms/ areas, show location of water heater, HVAC, electrical panel, sump pit and drainage, etc.
- Show girders and note type and size
- Show size, spacing, grade, and species of the floor joist, indicate direction of span for joists and any variation within the structure

#### Floor Plan; The following information shall be indicated

- Show labeled use of all rooms
- Show dimensions of all rooms and partitions
- Show location and dimensions of all windows and doors
- Indicate areas with vaulted or cathedral ceilings
- Indicate size spacing, grade, and species of floor joists, ceiling joists, and rafters. Show the direction of the span for the floor joists, ceiling joists, and rafters; Indicate each variation of size, spacing, grade, species, or direction of span varies within the structure
- Indicate the location, size and type of attic access; refer to Indiana Residential Code for minimum live load requirements of attic spaces
- Indicate the type of fireplace (masonry or factory) if applicable



## CICERO / JACKSON TOWNSHIP PLAN COMMISSION

- Indicate the location and height of all required guardrails, handrails
- For additions; Indicate walls to remain and walls which are to be removed along with labeled uses of all rooms adjacent to the proposed addition.

Wall/ Building Section; The following information shall be indicated

- Show all typical building materials
- Show the location of finish grade
- Note the dimensions of footings and foundation walls, including the depth below finish grade
- Indicate the type of insulation and note the R-value for each type

Building Elevations; The following information shall be indicated

- Show all sides of construction
- Show roof pitch and chimney height if applicable
- Show overall height of the structure

### Additional Details, Specifications or Information

Zoning Standards; General Zoning Districts and Requirements

Please review all Development Standards that are required for the appropriate zone in which you are performing the construction/ improvements. Consult with the Plan Director regarding Aesthetics Review Overlay District Boundaries if applicable. All zoning and ordinance requirements can be found on the Town of Cicero website, [www.ciceroin.org](http://www.ciceroin.org).

**Note: In accordance with Article One, Section 1.5 (B) of the Subdivision Control Ordinance, The division of any lot into a subdivision for the purpose of sale, transfer, gift, or lease resulting in the creation of one (1) or more new building sites shall not be permitted. All such described divisions are a subdivision and shall be subject to the requirements of this ordinance.**

Ordinance definition of appurtenances Setbacks from property line;

Please be advised that the definition of a building or structure includes all appurtenances attached to or a part of the building or structure. Appurtenances include but are not limited to roof eaves/ gutters, cantilever projections, attached window wells, chimneys, decks, bay windows, wing walls, etc.

Building and Safety Code; Building Rules of the Indiana Fire Prevention and Building Safety Commission as set out in the following Articles of Title 675 of the Indiana Administrative Code are adopted and incorporated by the Town of Cicero and Jackson Township. For a reference of these codes and standards, visit our website at [www.ciceroin.org](http://www.ciceroin.org) Reference Ordinance Title 15, Section 150.05 or [www.in.gov/legislative/iac/](http://www.in.gov/legislative/iac/) reference Article 675.

# CICERO / JACKSON TOWNSHIP PLAN COMMISSION

## Wall Section Drawing

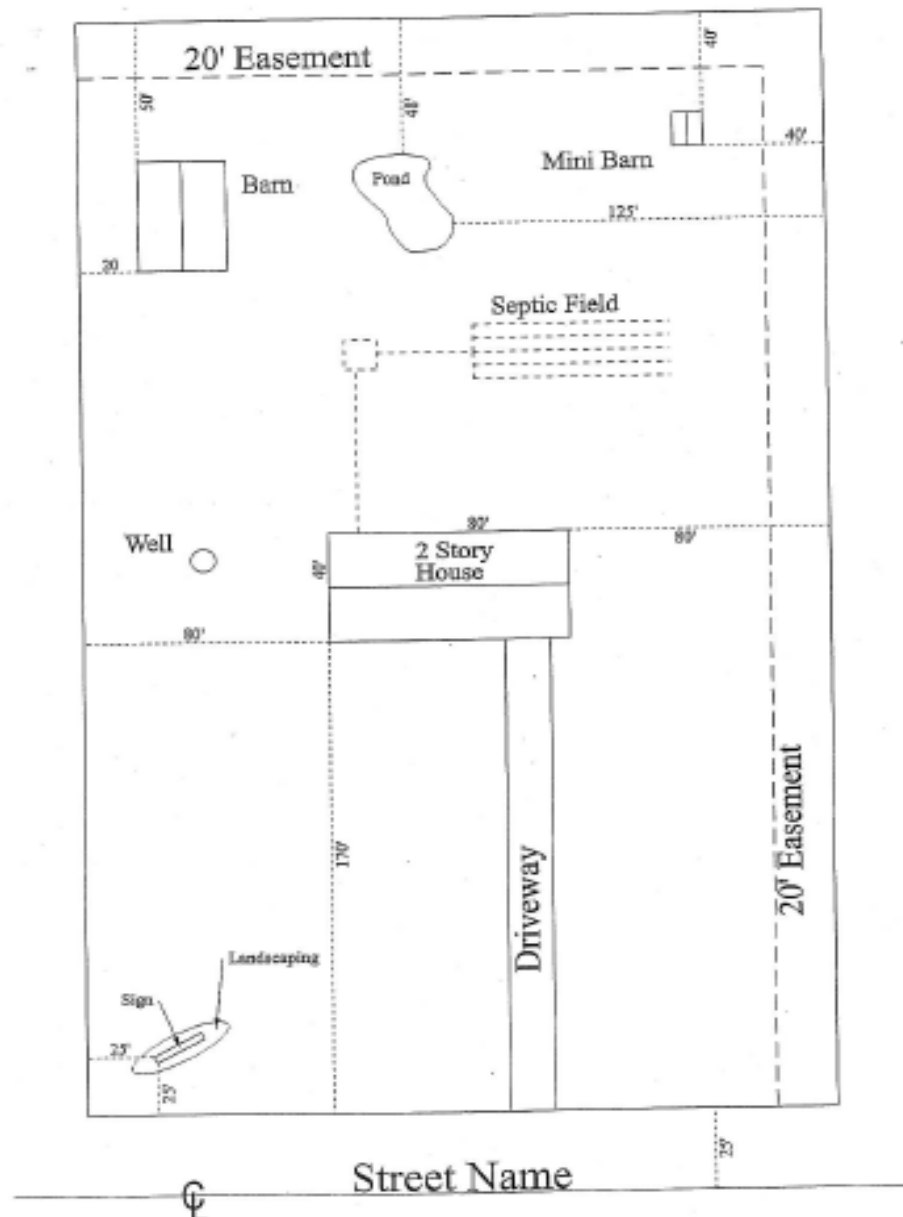




CICERO/JACKSON  
TOWNSHIP  
PLAN COMMISSION

# CICERO / JACKSON TOWNSHIP PLAN COMMISSION

## Example Only Site Plan





## CICERO / JACKSON TOWNSHIP PLAN COMMISSION

### Private Drive Curb Cut; Inside Cicero Town Limits (Form Attached)

In accordance with Ordinance Number 02-15-2000, No person may construct or expand any private entrance, driveway, or approach connecting with street, alley, or other public way in the Town of Cicero, nor may a curb along such a street, alley or other public way be cut or removed without obtaining a written permit for such purposes. For further questions, please consult the Plan Director.

### Erosion Control; Cicero/Jackson Township Zoning Ordinance, Article 9.4, Drainage and Erosion Control.

Eroding construction sites are a leading cause of water quality problems in Indiana. The responsibility for drainage and erosion control is to be completed according to the Town of Cicero Construction Standards Ordinance or, if applicable, to the Construction Standards of Hamilton County.

The Cicero/ Jackson Township Plan Director, Plan Commission, Technical Advisory Committee or a representative thereof reserves the right to request additional information regarding construction, new construction materials, unfamiliar construction materials and/or practices, or any items that are unclear to the plan reviewer. No permit will be released until all necessary concerns are addressed.

For questions regarding additional information that may be required for your project please contact the Plan Commission Office at 317-984-5845 or Email: [fzawadzki@townofcicero.in.gov](mailto:fzawadzki@townofcicero.in.gov)

**Note:** Any Variations or changes in construction from the drawing submitted shall have an amendment to the drawings submitted for review before the changes or alterations are made.



# CICERO / JACKSON TOWNSHIP PLAN COMMISSION

## Permit For Private Drive- Curb Cutting

Date of Application: \_\_\_\_\_

Permit Number: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Description of Improvement or Cut: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Note: Details and drawings to be filed with the Town of Cicero at the time of the application include addressing issues of public safety, drainage, sidewalks, traffic, adjacent properties, materials used in construction.

Date of Completion: \_\_\_\_\_

Comments from the Town Council/ Street Commissioner: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Restrictions: \_\_\_\_\_

\_\_\_\_\_

Approval: \_\_\_\_\_ Date: \_\_\_\_\_ Bond Posted: \_\_\_\_\_

Street Commissioner

Attested: \_\_\_\_\_ Date: \_\_\_\_\_

Clerk/ Treasurer



CICERO/JACKSON  
TOWNSHIP  
PLAN COMMISSION

# CICERO / JACKSON TOWNSHIP PLAN COMMISSION

## Required Inspections

**#1 Temporary Electrical Pole:** When the temporary pole set once the meter box, disconnect and GFCI outlets are installed. Temporary pole is required to be grounded to meet current standards.

**#2 Footer/ Forms:** When all footing are formed and the reinforcement steel is in place. All water must be pumped out and holes scraped clean to solid ground. Inspection shall be done prior to concrete being poured.

**#3 Underslab:** When the underground perimeter drain and/or under-slab plumbing is in place prior to it being covered. Ground should be level and all construction debris shall be removed from foundation area. 6 mil vapor barrier shall be present at the job site.

**#4 Foundation:** When the foundation walls, anchor bolts, seal and sill plates are in place. This inspection shall be done prior to backfill and any required water proofing and insulation shall be in place.

**#5 Rough-In Inspection:** Fire stop shall be in place at chases, upper and lower plates and all horizontal wall and floor cavities of 10 ft. or more.

**Frame:** When the roof is in place, windows and doors are in and the house wrap is on the exterior.

**Rough Electrical:** When all electrical conduit, wire, panels, outlet boxes, switch boxes, equipment boxes, isolation switch boxes, etc. have been properly installed, all joints in boxes have been connected. Low voltage and fire alarm wiring shall be in place.

**Rough Heating:** When all ductwork has been installed and properly supported, A/C lines run, equipment platforms built, provisions made for combustion air, and entire rough system is complete. Tape or mastic of fiberglass duct joints. Fireplace (If applicable) shall be installed in accordance with current standards.

**Rough Plumbing:** When all rough plumbing lines, vents, laterals, etc. have been completed and test (when required) is applied to the system.

**#6 Energy Inspection:** When all side wall and batt insulation has been installed. Exterior boxes, and interior spaces around windows and doors shall be sealed at the interior. If ceiling is to be blown in the soffit baffles shall be installed.

**#7 Final Inspection:** ***ALL OTHER REQUIRED INSPECTIONS MUST BE COMPLETE AND APPROVED BEFORE A FINAL BUILDING INSPECTION WILL BE MADE.*** When all electrical systems, outlets, lights, equipment, etc. shall be complete; including switch plates, outlet covers, labeling of breaker panel switches, etc. and street address numbers installed on building. All plumbing shall be installed and water pressure to the fixtures. The site shall be clear of trash and debris, landscaping in place and the building ready for occupancy.

Occupying or using a structure/ or improvement without a Certificate of Occupancy or Certificate of Compliance will result in a fine of \$1285.00.

A \$60.00 Residential/ \$100.00 Commercial Re-Inspection fee will be charged for any inspection that is not complete and/or inaccessible for the Inspector at the time of the inspection.

I, the undersigned, agree to call for scheduling 48 hours prior to required inspections. If missed or incomplete, I agree to pay all fines/penalties. If work has been done prior to inspection, I agree to uncover and/or remove any area requested to allow proper inspection.

Date\_\_\_\_\_

Owner/ Contractor\_\_\_\_\_

**331 E. JACKSON ST. P.O. Box 650 CICERO, IN 46034  
PHONE: 317-984-5845 FAX: 317-984-5938 WWW.CICEROIN.ORG**