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## FREQUENTLY ASKED QUESTIONS - COMMERCIAL

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### SUBMITTAL / APPLICATION

- What is the Planning review timeline?
  - All reviews are currently averaging 10-15 business days.
- Will it be a hard copy OR electronic submittal?
  - Electronic submittal using our online portal
    - [www.noblesville.in.gov/applications](http://www.noblesville.in.gov/applications)
- Any contractor registration/licensing requirements?
  - We do not require any contractor to be registered or licensed.
- Can we submit to Planning and Building at the same time?
  - It is a single submittal, which includes Planning, Building, Fire and Engineering.
- Do we need a separate application for subcontractors?
  - All subcontractor's work is completed under the general contractor's permit. All subcontractors need to be listed on the permit submittal.
- Is there any State Review or other Agency approvals needed?
  - You will need to have a Construction Design Release (CDR) from the State of Indiana prior to applying for our local commercial/industrial/institutional/multi-family permit.
  - Indiana Department of Homeland Security
    - <https://www.in.gov/dhs/building-plan-review/>
  - CDR Exemptions
    - <https://casetext.com/regulation/indiana-administrative-code/title-675-fire-prevention-and-building-safety-commission/article-12-administration/rule-675-iac-12-6-design-releases/section-675-iac-12-6-4-exemptions-from-design-release-requirement>
- Is express/expedited permitting available?
  - No, not currently.
- What is the time limit from permit issuance to start of construction?
  - You have 6 months after the issuance of a permit to schedule your first inspection.

- Are there any permit extensions available if needed?
  - Permits expire within 2 years of issuance; you can request an extension.
- What upfront payments are due on plan reviews, permit fees, etc.?
  - No payment required until the permit is ready to be issued. Permits will be issued when all reviews have been completed and all fees have been paid. For submittal requirements you need to visit the online permit portal identified above.
  - Fee Schedules can be found here: [www.noblesville.in.gov/planning](http://www.noblesville.in.gov/planning)

## BUILDING

- Are MEPs reviewed in house?
  - Yes
- Will it be required on plans to have an electronic signature/stamp OR WET signature/stamp?
  - It can be an electronic stamp
- Is an asbestos survey required at submittal?
  - Depends on the project.
  - Required for Demolition Permits
- Is contractor info required upfront or can it be TBD?
  - A contractor/GC must be named on the application.
- Does Racking (Fixtures) require a separate permit?
  - Possibly. If the racking is shown on the general contractor's plans and will be completed at the same time, no separate permit is required. If the racking will not be completed at that time, then a separate permit will be required. We can advise at the permit review stage.
- Do we require a permit for Low/Volt work?
  - No.
- Do we require a permit for re-roof work?
  - No, unless there is structural work also taking place.

## ZONING/PLANNING

- Are you the correct municipality to submit to for building plan review?
  - Access our Interactive Zoning Map to determine if this property is within our planning and zoning jurisdiction.
    - <https://nobport.cityofnoblesville.org/maps/GeneralViewer.html>
- Will Zoning/Planning route plans directly to the appropriate departments such as Building and Fire? Or will it be submitted separately?

- All plan submittals are provided to all relevant reviewers and departments within the City of Noblesville including Planning, Building, Engineering, and Fire.
- Will a landlord authorization letter be required for submission?
  - No, but all submittals require the person to attest that they have the authority to submit the permit

## FIRE

- Can we defer the fire alarms/ sprinklers and submit under separate permits after the project begins?
  - Yes, deferred submittals are acceptable, although they will be attached to and processed under the original building permit.

## CURRENT CODES

- CURRENT BUILDING CODE
  - 2014 Indiana Building Code. Based on the 2012 International Building code, with 2014 Indiana Amendments
- CURRENT MECHANICAL CODE
  - 2014 Indiana Mechanical Code., Based on the 2012 International Mechanical Code, with 2014 Indiana Amendments
- CURRENT PLUMBING CODE
  - 2012 Indiana Plumbing Code. Based on the 2006 International Plumbing Code with 2014 Indiana Amendments
- CURRENT FIRE CODE
  - 2014 Indiana Fire Code. Based on 2012 International Fire Code with 2014 Indiana Amendments
- CURRENT ENERGY CODE
  - 2010 ASRAE 90.1
- CURRENT ELECTRICAL CODE
  - 2009 Indiana Electrical Code Based on the 2008 NEC with 2009 Indiana Amendments
- CURRENT ACCESSIBILITY CODE
  - 2009 ANSI A 117.1 with Chapter 11 of the Building Code.

## GUIDES – HOW TO USE THE CITIZEN PERMIT PORTAL (CIVIC ACCESSES)

- **How do I gain access to the portal?**
  - [Click here](#) for detailed instructions
- **How do I submit my application?**
  - [Click here](#) for detailed instructions
- **How do I save work as a draft?**
  - [Click here](#) for detailed instructions
- **How do I pay?**
  - [Click here](#) for detailed instructions
- **How do I add a missing document?**
  - [Click here](#) for detailed instructions
- **How do I manage my plan and permit throughout completion?**
  - [Click here](#) for detailed instructions
- **How do I schedule inspections?**
  - [Click here](#) for detailed instructions
- **How do I search public records?**
  - [Click here](#) for detailed instructions

## DEVELOPMENT CHECKLIST

- **Need clarity on the exact information needed for a given development application?**
  - [Click here](#) for the Development Checklists and detailed information
- **Need clarity on the exact information needed for a given permit application?**
  - [Click here](#) for detailed descriptions