



## **GUIDE FOR SITE DEVELOPMENT**

*City of Valparaiso*

**OFFICE HOURS: M - F, 8:30- 4:30**

### **TO AVOID PROJECT DELAYS:**

1. Provide the Building Dept. with all relevant site and construction plans/specs and a completed permit application for review and release prior to **any** work.
2. Your project may require one, some or all of the following permits and/or review by the City prior to a release for construction:
  - a. Site Review Presentation (i.e., commercial/industrial, multi-lot developments, new multi-family structures, and all Class-One structures)
  - b. Building Permit
  - c. Sewer Permit
  - d. Erosion Control Permit
  - e. Right of Way/Street Cut Permit
  - f. Dedication of Right of Way
  - g. Petition for Waiver (notarized)
  - h. Landscape Plan Approval

### **FORMS FOR THE ABOVE:**

Available at City Hall, upon request. Before you submit any application or permit form please sign and date each form; complete each form legibly and thoroughly; include all information sufficient to describing and relevant to the nature of the proposed construction project.

### **PLOT PLAN:**

Please refer to the attached instructions for "PERMIT APPLICATION INFORMATION REQUIRED FOR RESIDENTIAL ADDITION & ALTERATION". New residential & commercial construction requires a recorded plat of survey.

- PERMIT PLACARD TO BE POSTED IN CLEAR PUBLIC VIEW FROM THE ROAD.
- ADDITIONAL UNSCHEDULED SITE INSPECTIONS MAY BE MADE DURING ANY PHASE OF CONSTRUCTION.
- INSPECTION REQUESTS SHALL BE SCHEDULED IN A TIMELY AND RESPECTABLE MANNER CONSISTENT WITH WORKLOADS AND WEATHER CONDITIONS.

- CERTIFICATES OF OCCUPANCY WILL BE ISSUED PER CHAPTER 30 OF THE MUNICIPAL CODE.
- TEMPORARY CERTIFICATES OF OCCUPANCY WILL BE ISSUED FOR WEATHER RELATED CONDITIONS. T. C. O. APPLICATIONS ARE AVAILABLE AT CITY HALL -FEE MUST BE PAID FOR T.C.O. TO BE VALID.
- THE CITY OF VALPARAISO **DOES NOT** PICK UP CONSTRUCTION DEBRIS. PLEASE CONTACT THE STREET AND SANITATION DEPARTMENT @ 462-4612 IF YOU HAVE ANY QUESTIONS REGARDING PROPER DISPOSAL.
- IMPROPER OR POOR MAINTENANCE OF EROSION CONTROLS WILL RESULT IN A FINE ISSUED BY THE ENGINEERING DEPT.
- THE BUILDING CODE OF THE CITY OF VALPARAISO DOES NOT SUPERSEDE, CONTRADICT OR IN ANY WAY AMEND THE ADOPTED CODES SET FORTH BY THE STATE OF INDIANA.
- A GREEN INSPECTION CARD **IS NOT** A LEGAL CERTIFICATE OF OCCUPANCY. FAILURE TO OBTAIN SUCH PRIOR TO OR UPON TAKING/ ALLOWING OCCUPANCY WILL RESULT IN A FINE AND POSSIBLE LEGAL ACTION.

QUESTIONS regarding the various phases of development may be directed as follows:

- Zoning & Site Review requirements -Planning or Building Dept.
- Permitting & Building Code related -Building Dept.
- Signage -Planning or Building Dept.
- Sewer, erosion control, easement, right of way/street cut, storm water, easement &/or right of way dedication, waiver petition -Engineering Dept.
- Fire suppression systems and equipment, fire exits, extinguisher and exit sign locations, commercial/industrial smoke detection and alarm systems -Valparaiso Fire Dept.
- Street signs, lights, right of way tree plantings, and dumpster placements within right of way -Street & Sanitation Dept.
- Landscaping, et. al. -Planning or Horticulture Dept.

ALL PERMITS/RELEASES (LOCAL & STATE) MUST BE ACQUIRED PRIOR TO ANY EXCAVATION WORK.

## **CITY OF VALPARAISO DEPARTMENT PHONE LIST**

|                                |              |
|--------------------------------|--------------|
| Building Department            | 219-462-1161 |
| Engineering Department         | 219-462-1161 |
| Fire Department                | 219-462-8325 |
| Horticulture Department        | 219-531-4678 |
| Planning Department            | 219-462-1161 |
| Sewer Department               | 219-464-2346 |
| Street & Sanitation Department | 219-462-4612 |
| Water Department               | 219-462-6174 |