

**WARRICK COUNTY AREA PLAN COMMISSION
IMPROVEMENT LOCATION PERMIT CHECK LIST**

COMMERCIAL STRUCTURES

THE FOLLOWING ARE THE REQUIREMENTS TO BE FOLLOWED IN OBTAINING AN
IMPROVEMENT LOCATION PERMIT.

- 1.) **The Property Owner / Developing Engineer or Surveyor must meet with the Non-Residential Site Review Committee** prior to the issuance of the Improvement Location Permit for review of the proposed plot plan, commercial entrance and drainage.
- 2.) **Commercial Driveway Entrance Permit**, if required must be obtained and approved by the County Highway Engineer and County Commissioners at their meeting. The Permit must be accompanied by a dollar amount by the submitting engineer to construct the proposed entrance. An Irrevocable Letter of Credit or Cashier's Check for this dollar amount must be submitted, after approval by the County Engineer, prior to the Improvement Location Permit being issued. Once the entrance is constructed the submitting engineer must submit a certification that all construction is completed and the matter will be placed on the next Commissioner's Meeting Agenda for Release of the Surety. **Applicant / Owner must be present at the Commissioner's Meeting.**
- 3.) **Sewer or Septic Permit from the Health Dept. Rm 204** must be obtained prior to the issuance of the Improvement location Permit for any Commercial structures and made a part of the application.
- 4.) If building site is not in a Recorded Subdivision, then a Copy of the **Recorded Deed** from the Recorder's Office and a Copy of the **Plat Book Page** from the Auditor's Office must be submitted.
- 5.) **Engineer's type scaled drawing** (1" = 20', 1" = 30', etc.) showing the entire piece of property, all dimensions, building line and easements if located on the property. Also, the distance of the proposed structure to the property lines, all proposed parking spaces and retention / detention areas, if required by the Drainage Board. If there are existing structures, they must be shown and located on the drawing.
- 6.) After an Improvement Location Permit is issued, then the **Applicant / Owner is responsible for obtaining a Building Permit** if required from the Warrick County Building Department.
- 7.) **Water Tap**, if required must be obtained prior to an Improvement Location Permit being issued.