

Muncie Building Commission



Year-round Permitting

January

Muncie

Guidelines for

ELECTRIC

Repairs and Installments

An Electric Permit is necessary for any new service, replace, alter, addition or repair of any service to a structure's electric system.

Permits Required for Electric Services

New Installation:

Temporary Service	\$25
One/Two Family Dwelling	\$50 + \$25 Inspection Fee
Replace, Alter, Addition or Repair	
One/Two Family Dwelling	\$25 + \$25 Inspection Fee
Complete Rewire	
One/Two Family Dwelling	\$50 + \$25 Inspection Fee

Additional Notes

ALL Electrical must file for and be issued permits for the work they are doing (NOT included in Building Permit).

Start work without permit:

An additional fee will be assessed and added to the cost of a Permit when construction, demolition or installation work commences prior to the issuance of a Permit.

1st Offense - \$100.00

2nd Offense - \$200.00

3rd Offense - referred to City Court pursuant to section 152.99.

Inspections (not called in)

If the Building Commissioner's Office is not notified for required inspections the contractor will be assessed a fee of \$50.00.

Re-Inspections

Upon notification for this office to do an inspection, if said work is not completed (ready for inspection) the General, HVAC, Electrical or Plumbing Contractor (according to what type of permit the inspection falls under) will be charged a \$40.00 fee for this same project to be inspected a 2nd time.

Office of the
Building Commissioner
Muncie City Hall
Third Floor
300 N High St.
Muncie, IN 47305

For all information on building requirements or to apply for a electric permit, you can log on to the City of Muncie website, visit the Office of the Building Commissioner or call 765-747-4862, Monday through Friday, 8 a.m. to 4 p.m.

www.cityofmuncie.com

February

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Guidelines for

TEMPORARY STRUCTURE

Installments

Temporary structure permits are needed prior to the construction of any type of construction trailers, tents or other structures used for temporary uses.

Permits Required for Temporary Structure Services

Commercial mobile unit	\$100/ year
Residential	\$50/ year
Tents (w/ or w/o sides	\$50/ year

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pursuant to section 152.99.

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March

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Guidelines for RESIDENTIAL BUILDING

Repairs and Installments

A Residential Building Permit is required for any new dwelling, mobile or modular home, new structures, accessory structures more than 200 sq. feet, footing, additions to any existing structure, alterations requiring structural change.

Permits Required for Residential Building For New Construction:

Plan Review	\$25
Construction Permit	\$200
Occupancy	\$25

To Replace, Alter, Additions or Repair

Plan Review	\$25
Construction Permit	\$75
Occupancy	\$25

For Mobile or Manufactured Housing

Plan Review	\$25
Construction Permit	\$100
Occupancy	\$25

Additional Notes

The Office of the Building Commissioner will perform inspections according to the 2006 International Building Code.

Start work without permit:

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- 1st Offense - \$100.00
- 2nd Offense - \$200.00
- 3rd Offense - referred to City Court pursuant to section 152.99.

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Re-Inspections

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April

Muncie

Guidelines for

DEMOLITION

Procedures

Demolition permits

are needed prior to the occurrence of any type of demolition service on both private and public land. Any violation of this ordinance will result in a fine by the City of Muncie Building Commissioner.

Additional Notes

One must have a Back Fill Inspection prior to backfilling after the demolition of any structure.

You must have a FINAL (2nd) inspection after topsoil, grading, seeding and straw have been completed.

Permits Required for Demolition Services

Residential	\$50
Garages + Accessory Buildings	\$30
Commercial (0-5,000 feet)	\$100
Each additional 1,000 feet	\$10
All re-inspections	\$125

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May

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Guidelines for

POOL

Installments

A Pool Permit is required prior to any installation of a private, above or in-ground, or public pool in the City of Muncie.

Permits Required for Pool Installation

Above Ground	\$50
In Ground	\$150
Public Pool	\$100
Required Inspection Fee	\$25

For all information on building requirements or to apply for a electric permit, you can log on to the City of Muncie website, visit the Office of the Building Commissioner or call 765-747-4862, Monday through Friday, 8 a.m. to 4 p.m.

Additional Notes

A fencing plan in compliance with the local code should be part of the application process.

Start work without permit:

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June

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Guidelines for

ACCESSORY BUILDINGS & STRUCTURES

Installation

An Accessory Building or Structure Permit is needed prior to the construction of any garage, carport, shed or other accessory building.

Permits Required for Accessory Structure Installments

Plan Review	\$25
Construction Permit	\$50
Occupancy - applies only to an attached garage	\$25

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July

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Guidelines for

OUTDOOR ADVERTISING

Installments

An Outdoor Advertising Permit is needed for any sign repair, sign reface, sign change, replace or new sign. Any banner, arrow sign, ect. requires a permit as well.

Permits Required for Outdoor Advertisement Services

Pole, ground or freestanding and projecting	\$25
Wall, roof and awning	\$15
Temporary	\$10
Billboards and off-premises	\$25
Two-sided	\$45
Cluster signs	\$30
Post-installation addition to any sign	\$30

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August

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Guidelines for

WEED & RANK VEGETATION

Management

Weed Code Enforcements

are action steps taken to ensure that homeowners keep their lawns clean and presentable in order to avoid paying fines to the City of Muncie.

To find out which mowing zone your home is located in, please log on to the City of Muncie's Building Commissioner's website and check the map on the Weed Code Enforcement page.

Weed Code Enforcement

If height of grass exceeds 12 inches, property owners will receive a mandated \$75 fine.

The homeowner is given a written warning, and if they do not comply within 10 days, the fine will be issued.

If city workers have to do the mowing, additional fines for labor will be charged.

Subsequent violations can lead to increased fines of \$125.

Any vegetation complaints may be forwarded to:

Joyce Dick
jdweeds@cityofmuncie.com

or submitted online through the City of Muncie Building Commissioner's website.

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September

Muncie

Guidelines for

STRUCTURE RELOCATION

Procedures

A Relocation Permit is required prior to any removal or relocation of any building or structure in the City of Muncie.

Permits Required for Structure Relocation Procedures

Residential and Commercial Removal of any building or structure over 400 square feet	\$100
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Residential and Commercial Removal of any building or structure 400 square feet or less	\$10
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Additional Notes

Proper application and filing of appropriate forms is required prior to issuing a permit to move a structure in the City of Muncie.

Start work without permit:

An additional fee will be assessed and added to the cost of a Permit when construction, demolition or installation work commences prior to the issuance of a Permit.

1st Offense - \$100.00

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3rd Offense - referred to City Court pursuant to section 152.99.

Inspections (not called in)

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Re-Inspections

Upon notification for this office to do an inspection, if said work is not completed (ready for inspection) the General, HVAC, Electrical or Plumbing Contractor (according to what type of permit the inspection falls

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October

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Guidelines for

PLUMBING

Repairs and Installments

A Plumbing Permit is required prior to any new, replacement, alteration or addition to residential or commercial plumbing INCLUDING water heaters and private sewage lines or within an existing building or structure.

Permits Required for Plumbing Services

One/Two Family Dwelling Inspection Fee \$50 + \$25

Three or more family dwelling, commercial, institutional, school, church or industrial structure Inspection Fee + \$2/\$1,000 of total plumbing cost.

New Water Heater \$25 + \$25 Inspection Fee

Replaice, alteration, addition or repair of existing plumbing system \$50 + \$25 Inspection Fee + \$2/\$1,000 of total plumbing cost.

Additional Notes

ALL Plumbing contractors must file for and be issued permits for the work they are doing (NOT included in Building Permit).

Must have a State Master Plumber License on file to become registered locally. Local registration must be current before a permit will be issued to a plumbing contractor.

Start work without permit:

An additional fee will be assessed and added to the cost of a Permit when construction, demolition or installation work commences prior to the issuance of a Permit.

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November

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Guidelines for

HVAC

Repairs and Installments

A Heating and Air Conditioning Permit is required prior to any new installation, retrofitting, alteration, extension, repair or replacement of any heating or air conditioning service

Permits Required for HVAC Services

New permits

One & Two Family Dwelling \$50 + \$25 Inspection Fee

Extension, Repair or Alteration

One & Two Family Dwelling \$25 + \$25 Inspection Fee

Combo-Furnance and AC Unit or Heat Pump \$50 + \$25 Inspection Fee

Additional Notes

ALL HVAC Contractors must file for and be issued permits for the work they are doing (NOT included in Building Permit).

Start work without permit:

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December

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Guidelines for
FIRE
SUPPRESSION
Installations

Fire Suppression/Alarm System Permits are required prior to any installation, alteration, replacement or extension of fire suppression system

Permits Required for Fire Suppression Services

Installation, alteration, extension, or replacement of a fire extinguishing system OR fire alarm system within a building, structure or premises:

\$2.00 per (min. \$50.00 + \$25.00 inspection fee) \$1,000 of actual cost

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Additional Notes

ALL Fire Suppression/Alarm Contractors MUST notify Indiana American Water Company at (765) 288-3677, prior to start of project.

All Fire Suppression/Alarm Contractors MUST file for, and be issued permits for the work they are doing (NOT included in Building Permit).

If you start work without permit:

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