Checklist for a Complete Application Submittal

To qualify for a Construction Design Release an applicant must provide a complete Application for Construction Design Release form (ACDR) that contains the following items:

- Indicate at the top of the form the type of application (Standard, Partial, and Foundation Request, etc).

Project Location Section (MUST BE COMPLETE AND ACCURATE)

- The name, street address, city, and county of the project;
- The closest intersecting street or road and the direction from that intersecting road to the project site;
- Indicate whether the project is within the local city limits;
- Indicate whether the project is state-owned or not.

Owner’s Certificate (MUST BE COMPLETE AND EXECUTED)

- Authorized signature: the signature of the project owner, or of his/her authorized agent (if signed by agent, application must be accompanied by a signed letter from the project owner authorizing that specific agent to sign on his/her behalf);
- The date of the application;
- The name and title of the signer;
- The telephone number, fax number, and email address of the project owner (do not enter the information of the agent here, if one has signed on behalf of the owner);
- The name and address of the project owner or, the project owner’s business;
- The use of the facility;
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- The full address of the project owner or the project owner’s company.

**Design Professional Certificate** – entire certificate must be completed for projects that (a) require a design professional, and (b) include drawings sealed and signed by a design professional. Also, the selection of requested systems or scopes must be selected on ALL projects, regardless of the participation of a design professional (see first item below).

- Select the systems (scopes) for which review is requested, and for which the design professional is assuming responsibility. If no design professional is required, owner or owner’s agent must select the requested systems;

- Signature of the design professional;

- Date on which the design professional signed the certificate;

- The name of the design professional;

- The Indiana registration (license) number of the design professional, and indication of whether design professional is an architect or engineer;

- The telephone number, fax number and email address of the design professional;

- The name and address of the design professional’s firm;

- The name, registration (license) number and telephone number of the designated inspecting design professional;

- A completed and signed Professional certificate shall be submitted by each individual certifying plans.

**Documents Required for Filing** (provide all documents listed on the ACDR as applicable to the project)

**Project Description (MUST BE COMPLETE)**

- The scope of the work: new building, addition or alteration;

- Indicate if the project is the result of fire or natural disaster;

- Indicate the type of sewer system, and whether it is new or existing;

- Indicate the type of automatic fire suppression system in the building: full, partial or none;

- If new fire suppression work will occur on the project, indicate if it is part of this submission or if it will be provided at a later date; if proposed system is partial, indicate where it is to be located within the project;
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- Indicate whether the project is located within a flood plain;
- Provide floor area figures as applicable: total existing, addition, alteration, and total including new work;
- Provide estimated project construction costs:
- Provide building’s construction type(s) and occupancy classification(s);
- State the building height of the project, in stories above grade;
- State the number of buildings included in this project submittal;
- State the project volume in cubic feet;
- Indicate if the Indiana Building Code (IBC Chapter 34) (675 IAC 13) is being used, and if the required evaluation documents have been provided as part of this submittal;
- Indicate if the Conversion of Existing Buildings Rule is being used;
- Indicate if the project includes any of the following:
  - high piled combustible storage;
  - boiler or pressure vessel;
  - hazardous or flammable materials storage;
  - an elevator or lift;
  - combustible fibers storage;
  - fireworks storage;
  - explosives storage.
- Describe the proposed use of the project in detail, including storage or handling of any flammable or combustible materials;
- If the facility is existing, describe the current use, or the most recent use if it is currently vacant;
- Provide any applicable general comments, including any additional information that may be needed to substantiate statements that the proposed construction will comply with the rules of the commission;
- Indicate maximum number of employees per shift that will occupy the facility;
- Indicate the calculated occupant load of the facility;
Complete Application Submittal Continued

General Information

- Indicate whether any other work has been filed at this project’s location; if so, indicate year and month and provide previous State Building Commissioner project number, if known;

- Indicate whether the project includes the use of a master plan design release, or if it is a factory-built or modular or mobile structure; if so, provide the manufacturer’s name and the master plan or modular structure number that was assigned when reviewed and approved;

- Indicate whether construction has already begun on the project; if it has, indicate whether a notice of violation (or inspection report) has been issued for the work; if it has not, indicate the probable construction start date.