



# CHECKLIST FOR ADDENDUM APPLICATION SUBMITTAL

To qualify for an Addendum Release, an applicant must provide a complete and fully executed addendum application form. Only the current edition of the form is acceptable. For a PDF copy of the current edition, visit <https://www.in.gov/dhs/applications-forms-and-permits> and click on “Construction design addendum application” from the alphabetized list of applications, forms and permits.

YOU MUST COMPLETE THIS FORM AND SUBMIT IT TO US OR YOUR FILING WILL BE DEEMED INCOMPLETE, RESULTING IN DELAYS. If you have any questions about any part of the form, or the information requested, please feel free to contact our office for answers. You may reach us M-F, 8:00 AM - 4:30 PM Eastern time, at 317-232-6422.

- Design Professional/Owner Section (must be complete and accurate):
  - Design professional's name;
  - Design professional's Indiana license number;
  - Design professional's full address – street, city, state and zip code;
  - Design professional's phone number;
  - Design professional's email address;
  - Design professional's signature and date of signing (see note below regarding electronic signatures);
  - Project owner's signature and date of signing (see note below regarding electronic signatures);
  
- Project Information Section (must be complete and accurate, and it must match exactly the information provided on the original filing):
  - Project name;
  - Project's original DHS/DFBS filing number;
  - Project full address – street, city, state and zip code;
  - Brief description of use of facility;
  - Name of the code official who reviewed the original project (this can be obtained from the bottom of the original design release);
  - County and city of project;
  - Name of a contact person on the project;
  
- Addenda-Revisions Section (must be complete and accurate):
  - Check scope(s) affected by the proposed revisions;

- Submit this completed application by upload in PDF format to our website along with:
  - One set of drawings which clearly identify and illustrate the proposed revisions;
  - Pay the appropriate fees based on the requirements of the General Administrative Rules (675 IAC 12-3-2(d)) and the number of affected or revised scopes.

### Please Note

- Electronic signatures produced and authenticated with digital signature software are accepted, but **signatures entered by keyboard in a script or other style typeface are never allowed.**
- No design changes or alterations to the design shall be made on a construction project subsequent to the issuance of a Construction Design Release unless an addendum design release is issued by the Department of Homeland Security, Division of Fire and Building Safety, Plan Review Branch, with the approval of the Office of the State Fire Marshal.
- Addendum filings may not be used to increase the size of the project, whether in area, height, or by addition of a discipline or scope that was not part of the original release.