

**REQUIREMENTS FOR OBTAINING  
BUILDING PERMITS FOR  
COMMERCIAL CONSTRUCTION**

**A. NEW BUILDING CONSTRUCTION**

1. SITE PLAN APPROVED AND SIGNED BY CITY PLANNING DEPARTMENT
2. DESIGN RELEASE FROM STATE FOR CONSTRUCTION (IF APPLICABLE)
3. ONE (1) COMPLETE SET OF BUILDING/CONSTRUCTION PLANS FOR BUILDING DEPARTMENT.
4. SEWER TAP FEES AND AN ACCURATE ADDRESS MUST BE TAKEN CARE OF IN ENGINEERING DEPARTMENT (ROOM 200) BEFORE PERMIT IS ISSUED.
5. BUILDING PERMIT COST IS BASED ON COST OF CONSTRUCTION, INCLUDING ALL LABOR AND MATERIALS.
6. AT THE TIME THE BUILDING PERMIT IS ISSUED, A FEE FOR UNMETERED WATER WILL BE COLLECTED. THE FEE FOR A COMMERCIAL BUILDING IS \$120.00. (THIS DOES NOT INCLUDE APARTMENT BUILDINGS.)
7. ALL WORK (BUILDING, PLUMBING, ELECTRICAL, AND HVAC) MUST BE PERFORMED BY A CONTRACTOR LICENSED WITH THE CITY OF MISHAWAKA.
8. A BUILDING PERMIT DOES NOT COVER ELECTRICAL, PLUMBING, HEATING OR SIGN PERMITS. THESE PERMITS MUST BE OBTAINED INDIVIDUALLY.
10. FIRE STOPPING SUBMITTAL PACKAGE REQUIRED IF THERE IS PENETRATION OF ANY FIRE RATED WALL.

**B. ADDITIONS, ALTERATIONS, OR REMODELING TO EXISTING COMMERCIAL BUILDING**

1. SITE PLAN APPROVED AND SIGNED BY CITY PLANNING DEPARTMENT (IF APPLICABLE)
2. DESIGN RELEASE FROM STATE FOR CONSTRUCTION (IF APPLICABLE)
3. ONE (1) COMPLETE SET OF PLANS OF THE ADDITION OR CONSTRUCTION FOR BUILDING DEPARTMENT.
4. BUILDING PERMIT IS BASED ON COST OF CONSTRUCTION INCLUDING ALL LABOR AND MATERIALS.
5. A BUILDING PERMIT DOES NOT COVER ELECTRICAL, PLUMBING, HVAC, OR SIGN PERMITS. THESE PERMITS MUST BE OBTAINED INDIVIDUALLY.
6. ALL WORK (BUILDING, PLUMBING, ELECTRIC, HVAC) MUST BE PERFORMED BY CONTRACTORS LICENSED WITH THE CITY OF MISHAWAKA.
7. FIRE STOPPING SUBMITTAL PACKAGE REQUIRED IF THERE IS PENETRATION OF A FIRE RATED WALL.