Town of McCordsville Building Permit Flow Chart

Building Permit Application, along with the applicable construction plans, and any other supporting documentation are submitted to the Town.

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Plans are reviewed by Town of McCordsville Staff and approved or denied.

→ If there is an issue on the permit or drawings, applicant is notified, and asked to submit revised documents to correct issue.

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If approved, the Town contacts the applicant to let them know the permit can be picked-up and that fees are payable at permit pick-up.

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Town keeps a copy of the approved permit and starts a file for the project. Town sends copy of permit and plan to Hancock County Assessor's Office for assessment purposes.

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Residential permits typically take 4 business days to process. Commercial permits typically take 7-10 business days.

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The Town conducts various inspections based upon the type of construction. Following permit approval the inspection process can begin. All inspections are scheduled by emailing an inspection request to building@mccordsville.org. We typically provide inspections within 24 hours; however, during heavy business times that window can increase to 48 hours.