



Planning & Building Department
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building@mccordsville.org

PERMIT GUIDE

This Permit Guide was created to assist those applying for permits in the Town of McCordsville. All applications are available online at www.mccordsville.org/planning through the iWorQ portal.

Before applying for any permit(s) ensure the property is in the McCordsville town limits by clicking [here](#). If you have questions or need additional information about a particular address, please contact the Planning & Building Department.

Upload all permit documents noted below with your on-line application. Once your application is submitted we will begin the review process. If additional information is needed, a member of the Planning & Building staff will contact you. Review times vary by application type.

Click on the type of application below for more information:

[ACCESSORY STRUCTURE](#)

[DEVELOPMENT PLAN/PLAT](#)

[FENCE](#)

[OTHER \(FOOD TRUCK, SPECIAL EVENT, TEMPORARY USE, TENT, ETC.\)](#)

[PRIMARY STRUCTURE](#)

[REMODEL, ADDITION, TELECOMMUNICATIONS & ELECTRICAL](#)

[REZONE & CODE/PLAN AMENDMENT](#)

[RIGHT-OF-WAY \(ROW\)](#)

[SIGN](#)

[VARIANCE & SPECIAL EXCEPTION](#)

ACCESSORY STRUCTURE

An Accessory Structure Permit is required for the construction of a deck, gazebo, patio, hot-tub, mini-barn, pavilion, pergola, pole barn, pool, porch, shed, spa, sunroom, etc. Any structure less than 200 square feet does not require a permit, unless it has a permanent foundation.

Complete the “Town of McCordsville Accessory Structure Application” online. Upload a copy of your plot plan denoting the location and measurements of the proposed structure, and any other applicable drawings and/or pictures. If you do not have your plot plan, please reach out to the Planning & Building Department by emailing building@mccordsville.org or calling 317-335-3604.

If you are submitting an application for a Pool, you must include in the “Description of Project” the construction material (fiberglass, galvanized steel, gunite steel, etc.) and type of heating (gas, electric or other). Any in-ground pool with a depth less than 30” or above ground pool with a diameter less than 15’ does not require a permit.

Accessory structure review time is typically 3-5 business days. You can see the status of your request by logging into iWorQ and selecting the review tab. Fees are payable prior to the issuance of the approved permit. A permit placard will be issued following receipt of fees and this placard shall be printed and posted on-site throughout construction activities.

Inspection procedures are available online at www.mccordsville.org/planning or can be found [here](#).

DEVELOPMENT PLAN/PLAT

A pre-filing meeting is required prior to the filing of any Development Plan or Plat.

If you are filing a Development Plan and a Plat they should be filed separately. Upload the appropriate documents for each filing.

An application for a Development should be accompanied by the following uploaded documents:

- Property Owner Consent [Form](#)
- Development Plan (there is a 25 MB upload size limitation, so you may have to divide your plan set in order to upload the entire document)
- Copy of Property Deed
- Engineering Dept.'s Development Review [Application](#)
- Drainage Report

An application for a Plat should be accompanied by the following uploaded documents:

- Property Owner Consent [Form](#)
- Plat
- Copy of Property Deed

Development Plan and Plat filings will be reviewed and initial comments issued prior to or during the TAC meeting. Fees shall be due on the date of the filing, as noted below. Fees are taken by check or credit card.

Development Plan Engineering Review Fees:

- \$0.75 per foot of sanitary sewer
- \$0.75 per foot of force main
- \$1,000 per lift station improvements
- \$400 per entrance
- Total Engineering Review Fees shall be no less than \$1,5000
- These fees do not include drainage review fees, which are charged on an hourly basis and our paid after filing

Development Plan Planning Review Fees:

- \$400 technical review
- \$60/address

Plat Planning Review Fees:

- \$550 + \$20/lot

Please email building@mccordsville.org with any fee questions.

FENCE

A Fence Permit is required for the construction of all fences.

Complete the “Town of McCordsville Fence Application” online. A copy of your plot plan denoting the location and measurements of the proposed fence must be uploaded with the online application along with a contractor’s drawing (if applicable). Per the McCordsville Zoning Ordinance, fences shall not encroach upon any easement without approval of the Town. If any encroachment is allowed, additional paperwork and an inspection are required.

If the work is being done by the homeowner, please supply *Proof of Insurance*.

If the work is being done by a contractor, please supply *Certificate of Liability*.

Any questions should be directed to 317-335-5120 or fences@mccordsville.org.

OTHER (Food Truck, Special Event, Temporary Use, Tent, etc.)

All revisions to any permit type submitted under any of the other application types shall be re-submitted using this application. Additionally, anyone seeking to apply for a Special Event, Temporary Use, Temporary Structure, Food Truck, or any other application type not included in this Permit Guide shall use this application form to submit a request. Review time for Special Events, Temporary Uses, Temporary Structures, and Food Trucks is typically 7-10 business days. Please note that some Special Events, Temporary Uses, and Temporary Structures require approval from the [State of Indiana Fire & Building Safety Division](#). Food Trucks are required to have approval from the Health Dept. and the Indiana Dept.

of Revenue for a Retail Merchant, and shall upload this [form](#) with the on-line application.

PRIMARY STRUCTURE

NOTE: Before obtaining a Building Permit, you may be required to schedule a Pre-Construction Meeting and your project may also require approvals from the Architectural Review Committee, Board of Zoning Appeals and/or Plan Commission depending on the type of project. Please email inquiries to building@mccordsville.org.

A Building Permit is required for the construction of all new residential and commercial buildings.

All new commercial projects shall be required to have a CDR or a letter of exemption from the State of Indiana in accordance with the Indiana General Administrative Rules.

Complete the “Town of McCordsville Primary Structure Application” online. The following documents must be uploaded with the online application:

- Structural Plans
- Energy Compliance Documents
- Plot Plan
- Erosion Control Plan
- Truss Drawings prepared by Professional Engineer
- Truss Placement Guide
- Final Processed Selection Sheet
- CDR or letter of exemption (commercial only)

Primary structure review time is typically 4-7 business days for residential and 7-14 business days for commercial. You can see the status of your request by logging into iWorQ and selecting the review tab. Fees are payable prior to the issuance of the approved permit. A permit placard will issued following receipt of

fees and this placard shall be printed and posted on-site throughout construction activities.

Inspection procedures are available online at www.mccordsville.org/planning or can be found [here](#) (for Residential) and [here](#) (for Commercial).

REMODEL, ADDITION, TELECOMMUNICATIONS & ELECTRICAL

A permit is required for additions and remodel projects for commercial and residential properties if the work involves any alteration to mechanical, electrical, plumbing, HVAC or structural items. Work such as flooring, painting, carpeting, replacing shingles or siding, that do not involved structural, electrical, mechanical, plumbing, or HVAC do not require a permit.

An Electrical Permit is required when making upgrades to amperage, restarting service after utility disconnect or installing residential back-up generators.

Complete the “Town of McCordsville Remodel, Addition, Telecommunications & Electrical” online. A drawing showing the work to be completed, materials, and the space the work is contained to is required to be uploaded with the application. Any other supporting documentation is recommended to be uploaded, as well.

Residential Remodel/Addition and Electrical review time is typically 3-5 business days. Commercial Remodel/Addition and Telecommunications review time is typically 7-14 business days. You can see the status of your request by logging into iWorQ and selecting the review tab. Fees are payable prior to the issuance of the approved permit. A permit placard will issued following receipt of fees and this placard shall be printed and posted on-site throughout construction activities.

Inspection procedures are available online at www.mccordsville.org/planning or can be found [here](#).

REZONE & CODE/PLAN AMENDMENT

A pre-filing meeting is required prior to the filing of any Rezone or Ordinance Amendment.

An application for a Rezone or Ordinance Amendment should be accompanied by the following uploaded documents:

- Property Owner Consent [Form](#)
- Statement of Intent
- Proposed Ordinance
- Copy of Property Deed
- Other Supporting Documents as detailed by staff during the pre-filing meeting
- Rezone [Application](#)

Fees shall be due on the date of the filing, as noted below. Fees are taken by check or credit card.

Rezone/Amendment Review Fees:

- Rezone, all standard zoning districts: \$550 + \$20/acre
- Rezone, residential < 2 acres: \$110 + \$20/acre
- Rezone, PUD zoning district: \$2,200 + \$20/acre
- PUD Amendment: \$1,100
- Zoning Ordinance Amendment: \$550
- Subdivision Control Ordinance Amendment: \$550

Please email building@mccordsville.org with any fee questions.

RIGHT-OF-WAY (ROW)

A ROW Permit is required for work in any Town of McCordsville right-of-way.

Complete the “Town of McCordsville ROW Application” online. A drawing denoting the location and measurements of the proposed project must be uploaded with the online application.

ROW review time is typically 3-5 business days. You can see the status of your request by logging into iWorQ and selecting the review tab. Fees are payable prior to the issuance of the approved permit. A permit placard will be issued following receipt of fees and this placard shall be printed and posted on-site throughout construction activities.

SIGN

The Town updated its Sign Code in 2015. A copy of the Sign Code can be found [here](#).

A Sign Permit is required for all permanent and temporary signage.

Complete the “Town of McCordsville Sign Application” online for each sign being requested. A drawing denoting size or scale and a site plan denoting the location of each sign must be uploaded with the online application.

Sign Permit review time is typically 7-10 business days. You can see the status of your request by logging into iWorQ and selecting the review tab. Fees are payable prior to the issuance of the approved permit. A permit placard will be issued following receipt of fees and this placard shall be printed and posted on-site throughout construction activities.

Inspection procedures are available online at www.mccordsville.org/planning or can be found [here](#).

VARIANCE & SPECIAL EXCEPTION

A pre-filing meeting is required prior to the filing of any Variance or Special Exception. A schedule of the filing deadlines can be found [here](#).

An application for a Variance or Special Exception should be accompanied by the following uploaded documents:

- Property Owner Consent [Form](#)
- Statement of Intent
- Copy of Property Deed
- Other Supporting Documents as detailed by staff during the pre-filing meeting
- Variance [Application](#) or Special Exception [Application](#)

Fees shall be due on the date of the filing, as noted below. Fees are taken by check or credit card.

Variance/Special Exception Review Fees:

- Variance: \$220 + \$55/each add'l
- Special Exception, commercial/institutional/park/home occupation: \$330
- Special Exception, residential: \$165
- Special Exception, industrial/cellular facility: \$440

Please email building@mccordsville.org with any fee questions.