



Applying for a New Business Certificate of Occupancy

- 1) Access the Town of McCordsville permit portal.
- 2) Choose permit option 7 (Revision/Other).
- 3) Create account.
- 4) Fill in the fields as follows:

Permit Type: New Business Occupancy

Permit Category: Commercial

Project Address: Enter in the address for the business

Subdivision: Enter the name of the retail center or PUD the business is in

Lot Number: you may leave this field blank

Person Applying for Permit: Choose Owner

Applicant Name: The name of the business owner

Applicant Address: where mail from the Town of McCordsville should be sent

Applicant Phone Number: The best phone number for the business owner

Applicant Email: A valid email MUST be submitted. Most correspondence will be sent electronically.

Description of Request: Enter "Certificate of Occupancy for _____"

I agree to conditions listed below: Read the conditions, then choose "Yes" or "No"

Upload File: Please upload a floorplan indicating the location of required exit doors, exit lighting, and exit signs.

Check the "I'm not a robot" box

Click "Submit Request"

These steps will insure that our Staff will receive and review your request. The review will include an inspection of the business space. Once the review is complete, Staff will contact you to notify you of the fee (\$100) and provide the payment link. You will receive the Certificate of Occupancy once the review is complete/approved and the fee is paid.