



CERTIFICATE OF OCCUPANCY APPLICATION 2025

Shelbyville Plan Commission
44 West Washington Street
Shelbyville, IN 46176
P: 317.392.5102

Under the City of Shelbyville’s Zoning Ordinance, a Certificate of Occupancy must be issued to any new or significantly remodeled structures before it may be occupied or utilized. A Certificate of Occupancy Inspection will be conducted after completion of the building and site. The following items (but not limited to) will be checked on a Certificate of Occupancy Inspection:

1. Markers consisting of a capped rebar set by an engineer or surveyor, at least 36 inches long and not less than 5/8 inch diameter shall be placed to mark all lot corners. Stakes or other identifying markers are required to help Planning Staff identify the corner pins during inspection.
2. Sidewalks and drives that are indicated on the plans are in place without flaws such as but not limited to missing corners, cracks, or broken sections.
3. Landscaping is installed as indicated by an approved site plan. This includes all required trees and shrubs.
4. Proper grading and seeding is to be completed on the site. The property is only required by the Plan Commission to at least have seed and straw in place; if sod is planted, it needs to be completed before inspection takes place
5. The address of the building is placed on the building and can be seen from the road. The letters must be a minimum of 4 inches tall. The number **MUST BE** on the building, numbers on mailboxes do not satisfy this requirement.
6. Any other exterior features as indicated on site plans must be completed.

It is up to the Building Contractor and/or property owner to ensure these items are completed

The Building Contractor and/or property owner must contact the Plan Commission staff and request a Certificate of Occupancy inspection. This will be done either after the final building inspection on the structural elements of the building. If the Building Contractor and/or property owner is ready for the final building inspection and the Certificate of Occupancy inspection at the same time, these two inspections can happen simultaneously. The Certificate of Occupancy shall not be issued and the structure **CANNOT** be occupied until such time as the Plan Commission has completed their inspection.

If there are items that are not completed or are outstanding when the inspection is being conducted, a \$35 re-inspection fee will be assessed to the Certificate. There will be an additional \$25 fee assessed for any inspections after second inspection. This fee must be paid in full before the Certificate will be issued by the Plan Commission.

During the time between May 1st and November 30th of each year Temporary Certificates of Occupancy **WILL NOT** be issued due to missing landscaping and ground cover. Outside of this time a Temporary Certificate of Occupancy can be requested by the Building Contractor and/or property owner with the intent that landscaping will be installed before May 1st, but the issuance of these temporary certificates will be determined by the discretion of the Planning Commission staff and will be reviewed on a per-request basis.

By signing this application, the builder and/or property owner has read this form and acknowledges that he/she understands the requirements for a Certificate of Occupancy.

Building Contractor

Property Owner

IT SHALL BE UNLAWFUL AND IN VIOLATION WITH THE CITY OF SHELBYVILLE ZONING ORDINANCE FOR ANY BUILDER OR PROPERTY OWNER TO ALLOW NEW OR SIGNIFICANT REMODELED STRUCTURES TO BECOME OCCUPIED OR UTILIZED WITHOUT A CERTIFICATE OF OCCUPANCY