

## BEFORE YOU BUILD

Development in the City of Jeffersonville must complete a multi-step process before building can begin. An outline of the development process is provided on the inside of this brochure.

Use the checklist below to make sure you have followed the right steps and received approval from the appropriate City departments before you begin construction.

### 1. PLANNING & ZONING

- Zoning/Use determination
- Flood Zone determination
- District Development Standards review
- Property Constraints determination
- Development Plan review
- Determination of Variances needed

### 2. ENGINEERING

- Engineering plan review
- Drainage Board approval
- Stormwater approval
- Drainage - LTMA

### 3. WASTEWATER

- Sewer Capacity Permit
- Stormwater Permit

### 4. IN DEPT. OF HOMELAND SECURITY

- Project plan review/state release

### 5. BUILDING COMMISSION

- Contractor License
- Building Permit

## OTHER RESOURCES

### DUKE ENERGY

1-800-774-1202  
[www.duke-energy.com](http://www.duke-energy.com)

### CLARK COUNTY REMC

Call 1-812-246-3316 or 1-800-462-6988  
[www.therevc.com](http://www.therevc.com)

### CENTERPOINT ENERGY

1-800-227-1376  
[www.centerpointenergy.com](http://www.centerpointenergy.com)

### INDIANA AMERICAN WATER

1-800-492-8373  
Email - [info@amwater.com](mailto:info@amwater.com)  
[www.amwater.com](http://www.amwater.com)

### WATSON WATER

1-812-246-5416  
[www.watson-water.com](http://www.watson-water.com)

### CALL BEFORE YOU DIG

Call 811 or 1-800-382-5544 two business days before you start digging.  
[www.call811.com](http://www.call811.com)

### JEFFERSONVILLE FIRE MARSHAL

1-812-285-6445

### JEFFERSONVILLE OFFICE OF ECONOMIC DEVELOPMENT/REDEVELOPMENT

1-812-280-3801  
[www.cityofjeff.net/economic-development/](http://www.cityofjeff.net/economic-development/)



## Building & Development Summary



Where to go & who to call  
Before building in the  
City of Jeffersonville



# BEFORE YOU BUILD

## STEP 1: PLANNING & ZONING

**How:** Call (812)285-6413 or visit the Department of Planning & Zoning at 500 Quartermaster Ct. Ste. 200.

**Why:** Planning & Zoning must review any development proposed in the City. This office gives guidance and approval to multiple aspects of proposed development, including:

- Determining the zoning district and type of use for the property.
- Performing a review of the project for conformance with the district development standards.
- Evaluating property constraints, including floodplain status and platted easements.
- Evaluating Development Plan review requirements.
- Determining the needs for any variances or modifications.

**KEY DATES:** The Plan Commission meets the last Tuesday of the month at 6:00 pm, followed by the Board of Zoning Appeals at 7:00 pm.

**\*\*All applications to either of these Boards must be submitted at least 30 days prior to the regularly scheduled meeting. Meeting dates and applications can be found at [www.cityofjeff.net/planning-zoning/](http://www.cityofjeff.net/planning-zoning/). \*\***

## STEP 2: CITY ENGINEER

**How:** Call (812)285-6476 or visit the City Engineer's office at 500 Quartermaster Ct., first floor.

**Why:** The City Engineer must review new developments proposed in the City. This office gives guidance and approval to multiple aspects of proposed developments, including issues related to drainage and stormwater.

- All construction projects other than single family homes require approval from the City's Drainage Board. The Drainage Board meets on the first and third Tuesday of each month at 5:30 in City Hall.
- Any project with a disturbed area of more than acre will require a Rule 5 Stormwater Pollution Prevention Plan (SWPPP).
- New developments must also obtain a Stormwater permit, also known as a grading or ground disturbance permit. (This permit is issued in the Utility Billing Office on the first floor at 500 Quartermaster Ct.)

## STEP 3: WASTEWATER DEPARTMENT

**How:** Call the Utility Director at (812)285-6451

**Why:** The City requires review of plans for stormwater and sanitary sewer connections, installations, etc. in new developments. Capacity, user, and inspection fees are determined by the Wastewater Department & issued through the Utility Billing Office on the first floor at 500 Quartermaster Ct.

## STEP 4: IN DEPT. OF HOMELAND SECURITY

**How:** Call (317)232-6422 | email [planreview@dhs.in.gov](mailto:planreview@dhs.in.gov)

**Why:** The Indiana Department of Homeland Security conducts plan review of all commercial developments. This requires review of all aspects of engineering, building, mechanicals, and fire protection. Once IDHS completes its plan review, the project will be released for permitting at the local level.

## STEP 5: BUILDING COMMISSION

**How:** Call the Building Commissioner at (812)285-6415 or visit the office at 500 Quartermaster Ct. Ste. 200

**Why:** The Building Commission issues permits for the City, and issues licenses for contractors. Permits will not be issued until ALL other required City departments have given approval to the development in question and IDHS has released design plans.

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[WWW.CITYOFJEFF.NET](http://WWW.CITYOFJEFF.NET)

