

**PROJECT PLAN SUBMITTAL
FOR PLAN REVIEW/ROUTING BY CITY OF AUBURN DEPARTMENTS**
CITY OF AUBURN, INDIANA
DEPARTMENT OF BUILDING, PLANNING AND DEVELOPMENT
210 S. CEDAR ST., POB 506, AUBURN, IN 46706-0506
PH: 260.925.6449 FAX: 260.925.8239 EMAIL: bpd@ci.auburn.in.us

- Plan Submittal for Plan Review/Routing by City of Auburn Departments - For construction/architectural plans and building foundation plans, documents and specifications, deliver the number of plans as described below to the Department of Building, Planning and Development office (Planning Staff). The plans will be delivered to the other city departments for their review.

- Contact the other utilities or entities outside of the City of Auburn jurisdiction.

- Email a PDF version of the plans/prints to Kenneth Dunn krcdunn@ci.auburn.in.us or Michelle Lassiter malassiter@ci.auburn.in.us

Plan Review/Routing time for commercial building construction plans is 2 weeks. Plan Review for revised plans to the original submitted document will be 1 to 2 weeks depending on the level of changes required.

A complete set of plans include: elevation; structural; drainage; HVAC; plumbing; electrical; fire protection; exhaust hood and suppression system; alarm system; and all related detail drawings and documents to the project.

Mark the plans accordingly with the name of the appropriate department to be distributed to as listed below.

Questions concerning building codes, utility billing and metering or addressing information contact those individual departments.

Site Plan Information: Contact the Planning Staff to verify if a development/site plan is required since our office may have distributed these to the other city departments from the final approval of the plan commission.

DEPARTMENT(S) TO REVIEW

TYPE OF PLANS TO BE DELIVERED & REVIEWED

Planning Department Review

Development/Site plan *(if applicable)*
Engineer's estimate of total daily outflow of water consumption in GPM (if applicable)
Utility easements or agreements
Address (to be issued by planning staff)

Building Department Review

elevation; structural; drainage; HVAC;
plumbing; elect; fire protection; exhaust hood
and suppression system; alarm system;
and OTHER related detailed drawings and
documents to the project.

Complete set of plans and documents
Development/Site plan *(if applicable)*
State Construction Design Release for Class 1 buildings
Fire suppression plans with IDFB release *(if applicable)*
Exhaust hood and suppression system plans *(if applicable)*
Alarm system plans *(if applicable)*
Underground/Above Ground Storage Tank (Fuel Centers)

Electric Department Review

Development/Site plan - must be up to date plans
Two sets of the main service equipment plans and details

Engineering Department Review

Complete set of plans and documents
Development/Site plan/MS4 Storm Drainage/Erosion Control Plan

Fire Department Review

Complete set of plans and documents
Development/Site plan
State Construction Design Release for Class 1 buildings
Fire suppression plans with IDFB release
Underground/Above Ground Storage Tank (Fuel Centers)
Alarm system plans

Water Department Review

Development/Site plan
Plumbing plans and details
Fire protection plans and details if required
Back-flow protection plans and details if required

Water Pollution Control Department Review

Development/Site plan/MS4 Storm Drainage/Erosion Control Plan
Sanitary sewer plans and details (DWV)
Grease/oil separator plans and details if required
Engineer's estimate of daily water consumption in GPM

AES (Auburn Essential Services)

Internet, phone and fiber services