

## **Concept of Project**

**Note:** Drawings/Plans should include the following: architectural, mechanical, plumbing, electrical, structural, fire alarm, sprinkler, and hood details.

1. Submit drawings and site plans to Tech Review for approval/comments. Tech Review Applications can be obtained and submitted to the below contact:

Jeff Schaffer  
Assistant City Engineer  
City of Elkhart Public Works Department  
1201 S. Nappanee Street  
Elkhart, IN 46516

2. Submit plans to the Elkhart County Health Department if the structure will handle food.

Matthew Bottoms  
Health Department Commissioner  
Elkhart County Health Department  
[MBottoms@elkhartcounty.com](mailto:MBottoms@elkhartcounty.com)  
(574)971-4600

3. Submit drawings/plans to the Indiana Department of Homeland Security for a State Construction Design Release. Please submit your plans to the State via their online portal: <https://secure.in.gov/dhs/building-plan-review/electronic-filing-information/> and if you have any questions please email them to [planreview@dhs.in.gov](mailto:planreview@dhs.in.gov).
4. Submit drawings/plans/site plans, a building permit application and zoning permit application to the City of Elkhart Permit Center in order for it to be reviewed by the Plan Review Team, which includes the following departments: Building Department, Zoning Department, and the Fire Department. Plans can be submitted in person at the address listed below or online via the following link: [https://www.civicgov4.com/in\\_elkhart/portal/](https://www.civicgov4.com/in_elkhart/portal/)

Permit Center  
229 S. 2<sup>nd</sup> Street  
Elkhart, IN 46516

5. Building Permits must be obtained prior to starting work and inspections must be called in by the general contractor.
6. Trades Permits (Electrical, Mechanical, and Plumbing) must be obtained prior to starting work by the Licensed Trades Contractor and all inspections must be called in by the licensed contractor.

## **City of Elkhart Inspector's Contact Information:**

- **Building Inspector**, Paul Goodwin: (574)849-4176 [Paul.Goodwin@coei.org](mailto:Paul.Goodwin@coei.org)
- **Electrical Inspector**, Daniel Riddle (574)218-3006 [Dan.Riddle@coei.org](mailto:Dan.Riddle@coei.org)
- **Mechanical Inspector**, Ron Glick (574)304-1179 [Ron.Glick@coei.org](mailto:Ron.Glick@coei.org)
- **Plumbing Inspector**, Ron Glick (interim) (574)304-1179 [Ron.Glick@coei.org](mailto:Ron.Glick@coei.org)
- **Zoning Inspector**, Kyle Anthony-Petter (574)338-1897 [Kyle.Anthony-Petter@coei.org](mailto:Kyle.Anthony-Petter@coei.org)