

## Permitting Procedures for City Building Permits

1. Receive Land use- Development permit from Wells County Plan Commission.
2. If Class 1 building acquire a State of Indiana building design release.
3. Apply for City of Bluffton Building Permit.
  - A. Fill out Application
  - B. Provide Documentation (State release, APC permit)
  - C. Provide set of plans or drawings
4. Plans reviewed for Code Compliance
  - A. Plans reviewed by City Departments
5. After approval notification Pay fees due to City Clerk and receive permit