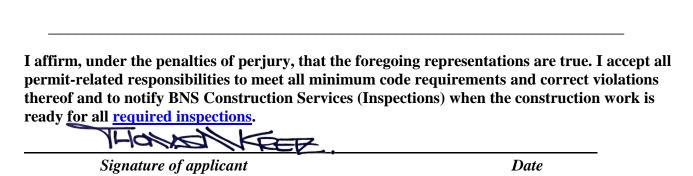# CITY OF INDIANAPOLIS
DEPARTMENT OF BUSINESS AND NEIGHBORHOOD SERVICES
STATEMENT OF INTENT AND UNDERSTANDING

I, _____, am the
Print your name
(____owner, ____owner and occupant, ____landlord, ____contract purchaser, ____long term lessee)

of the property located at _____, Indianapolis, Indiana.
Property address

ANSWER THE FOLLOWING QUESTIONS

1. Are you presently, or have you ever been a listed/licensed contractor? [   ] YES   [   ] NO

2. Has the work started? [   ] YES   [   ] NO

3. Check any of the following persons who will be working on the project

    _____   a. Non-compensated family members and friends.

    _____   b. Employees, including temporary employees hired to do construction work.

    _____   c. One listed/licensed contractor who is responsible for all the construction activity for
            this project.
            (A single contractor performing all the work must personally obtain the permit as a
            listed/licensed contractor.)

    _____   d. One or more listed/licensed contractor as long as a single listed/licensed contractor
            is not responsible for all the construction activity for this project.
            (A single contractor responsible for all the work must personally obtain the permit as
            a listed/licensed contractor.)

4. Will any craft work (electrical, plumbing, or heating and air conditioning) be done as a part of this
    construction project? [   ] YES   [   ] NO

    If you answered yes, then additional permits for electrical, plumbing, or heating and air
    conditioning must be obtained prior to the start of any craft work.

FAILURE TO DO SO MAY RESULT IN A STOP WORK ORDER.

5. List below all of the work that will be performed as a part of this project.

    _____

    _____

    _____

    _____

    _____

    _____

**I affirm, under the penalties of perjury, that the foregoing representations are true. I accept all
permit-related responsibilities to meet all minimum code requirements and correct violations
thereof and to notify BNS Construction Services (Inspections) when the construction work is
ready for all required inspections.**

_____
Signature of applicant   *Date*

For questions on current codes and code information, call the Department of Business and Neighborhood
Services at (317) 327-8700 or go to http://www.indy.gov/permits .

8/25/2016