

Frequently Asked Questions

Question: How do I renew a permit?

Answer: Look up the name of the facility, select it, and edit the information. This will give you the same permit number from last year with the new expiration date.

Question: How do I apply for a new permit?

Answer: Click on New Owner & New Permit, then fill in all of the information, especially the ones in red or with asterisks.

Question: Do I have to have a floor plan?

Answer: Yes, and it must be in a digitally accepted format.

Question: How do I upload a floor plan?

Answer: Have the floor plan saved to your computer and know what you saved it as. In step two of the application process, on the right side of the screen in the dark yellow section. Click on the blue writing that says “load floor plan.” Then click on the button that says “browse”. Browse through the documents on your computer until you find what you saved it as, then double click it. Click the button to upload the plan.

Question: How do I apply for a special endorsement?

Answer: Apply for a special under the name of the facility where you are holding your event, then add a special endorsement. Please be sure that after you add event, that you upload your floor plan for the special endorsement permit at the bottom of the screen on the right side.

Question: How much is my permit?

Answer: The fee for an annual permit is based on the occupant load of the facility. Please see the fee chart below.

1-99 people.....	\$99
100-499 people.....	\$134
500-999 people.....	\$168
1,000-4,999 people.....	\$203
5,000-9,999 people.....	\$237
10,000 people or more.....	\$272
Special Endorsement Event.....	\$99
Each Additional Floor Plan.....	\$99

Question: When do I pay for an additional floor plan?

Answer: When your facility floor plan changes from event to event, each change constitutes a different floor plan.

Question: Am I really exempt?

Answer: As of January 1, 2008. If a facility charges a rental fee, regardless of the nonprofit status, they are in the category of nonexempt, per Indiana Code 22-12-6-7. (<http://www.in.gov/legislative/ic/code/title22/ar12/ch6.html>)

Question: I am stuck on a step of the application process, what do I do?

Answer: First, check to see if there are any red highlighted areas or asterisks that need to be filled in on any of the previous steps. Second, check to see if you uploaded your floor plan in step two. If you have done these steps and are still having a problem call the office.

Question: Do I really need a permit?

Answer: Call the office to verify if you meet the requirements, per Indiana Code 22-12-1-23. (<http://www.in.gov/legislative/ic/code/title22/ar12/ch1.html>)