DEVELOPMENT-RIGHTS REPORT

8900 Keystone Crossing, Indianapolis, IN 46240

Issued Oct 01, 2026 · Proposed use: Medical office

Executive summary

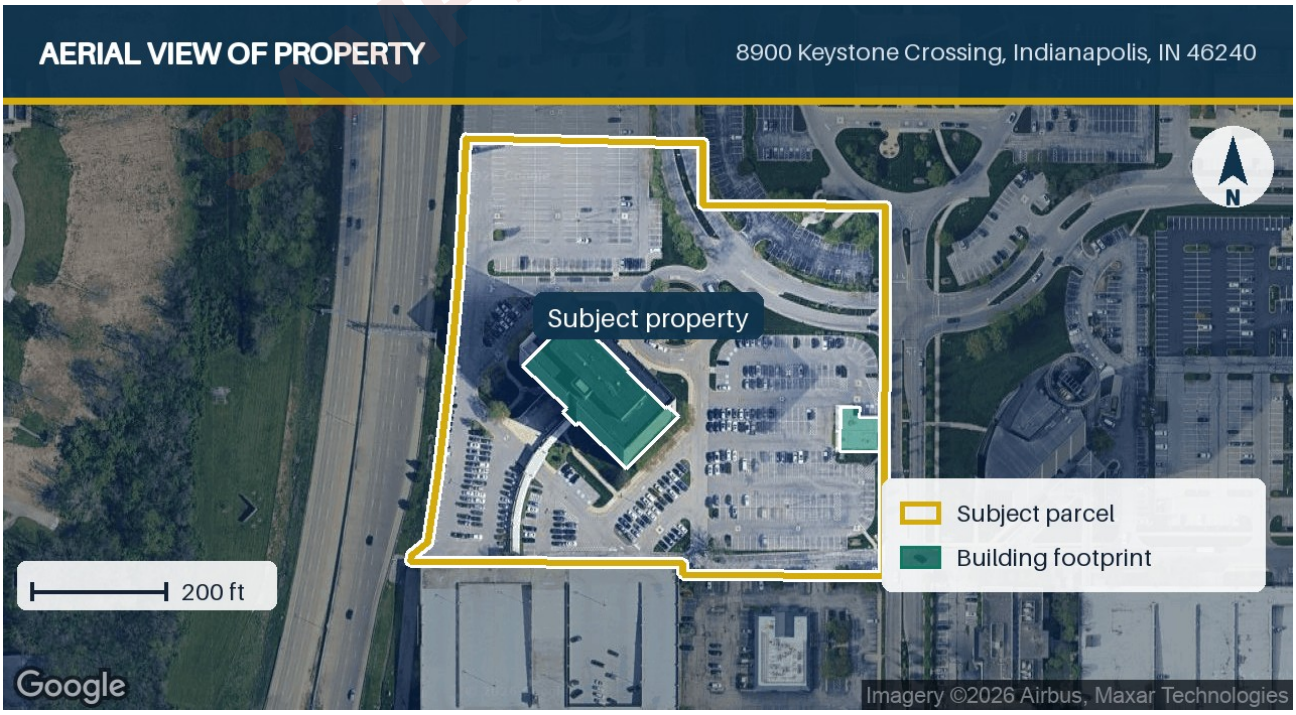
CLEAR

- The proposed medical office use is permitted by-right within the parcel's C4 Community Regional District zoning. Permitted uses
- The parcel carries minimal flood risk, situated entirely in FEMA Flood Zone X with no federal elevation requirements. Hazards & constraints
- The property is not listed on the National Register of Historic Places, leaving it free of federal historic preservation encumbrances. Hazards & constraints

LOOK INTO

- Fifteen recent 2026 permits for structural, electrical, plumbing, and mechanical renovations across multiple suites remain active or under review. Permit history
- Assessment records show conflicting 2025 total valuations, citing $38,989,800 from one source and $33,780,000 from Marion County records. Property valuation
- The 15-story primary building reaches 183 feet, exceeding the C4 district's standard 65-foot maximum height for Metro Context Areas. Development standards
- Assessment records do not report the total gross building area for the two structures constructed in 1980. Property information
- Converting space to a medical office requires an Indiana State Construction Design Release before local building and trade permits can issue. Permit roadmap

SAMPLE REPORT



Aerial view of the property: parcel boundary and building footprints over current imagery. Assessor geometry is not a survey.

Permit roadmap

For the proposed use: Medical office

For establishing a medical office at 8900 Keystone Crossing in Indianapolis, IN, the property is zoned C4 (Community Regional District), which permits medical and professional office uses by-right. As a Class 1 commercial structure in Indiana, the project requires a two-tiered permitting pathway: (1) state-level plan review to obtain a Construction Design Release (CDR) from the Indiana Department of Homeland Security (IDHS), followed by (2) a Class 1 Commercial Structural Permit and associated trade permits (Electrical, Plumbing, and HVAC) from the City of Indianapolis Department of Business and Neighborhood Services (DBNS). Indianapolis does not issue a conventional Certificate of Occupancy; instead, licensed contractors must execute and file a Certificate of Completion and Compliance under City-County Code Section 536-301 prior to medical office occupancy.

ESTIMATED COST	ESTIMATED TIMELINE	PERMITS
$1,200 – $3,500 (excluding contractor construction costs, architectural design fees, and impact fees if applicable)	**4 to 8 weeks (concurrent state CDR and local DBNS plan review)**	**5 + 1 conditional**

Permitting authority	City of Indianapolis - Department of Business and Neighborhood Services (DBNS)
Permit portal	https://aca-prod.accela.com/INDY/Default.aspx

Permits and approvals

Permit	Needed	Cost	Timeline
Indiana State Construction Design Release (CDR)	**Required**	$200 - $1,200 (based on gross floor area and reviewed systems)	2 to 4 weeks
Class 1 Commercial Structural Permit	**Required**	$478.00 base deposit + square footage valuation fee	2 to 5 weeks (accelerated plan review available for an additional fee)
Commercial Heating and Cooling (HVAC) Permit	**Required**	$150 - $450	1 to 3 business days (issued over-the-counter / online to licensed contractor)
Commercial Electrical Permit	**Required**	$150 - $450	1 to 3 business days
Commercial Plumbing Permit	**Required**	$150 - $400	1 to 3 business days
Class 1 Improvement Location Permit (ILP) Required if there are changes to the building envelope, exterior footprint, parking layout, or site ingress/egress. Typically not required for purely interior alterations within an established office shell.	**Conditional**	$250 - $600	2 to 3 weeks

Costs and timelines are estimates from the authority's published schedules and recent permits; fees are set at intake. Documents, forms, fees and next steps for each permit: Appendix B.

SAMPLE REPORT

ASSESSED VALUE	ZONING DISTRICT	LOT AREA	PERMITS ON RECORD
$38,989,800	**C4**	**8.89 ac**	**20+**
$100.64 per sq ft of lot	Community Regional District	387,408 sq ft	15 not yet finaled

Property information

Site

Address	8900 Keystone Crossing, Indianapolis, IN 46240, USA
Assessor parcel number	8053977
Lot area	387,408 sq ft (8.89 acres)
Owner of record	KATC PROPERTY LLC
Land use	COM OFF O/147 - ELEVATOR-449
Land-use activity	Office
Legal description	PT E1/2 SE1/4 S18 T17 R4 BEG 332.83' E 1223.49' N 1119.62' W & 236.77' N OF SE COR P.O.B. W408.15' NE18.78' NE30.02' NERLY 604.99' E354.92' S92.33' E272.77' S550' W300' TO BEG 8.914AC
Land-use authority	Indianapolis city (balance)
County	Marion County
Addresses on parcel	61 suites or units

Sources: Loveland Technologies (regrid.com); US Census TIGERweb (land-use authority, county); Google Maps geocoding (address)

Ownership

Owner mailing address	23807 ALISO CREEK RD STE 100, LAGUNA NIGUEL, CA 92677
Ownership type	Company or corporation
Last recorded transfer	2024-12-05, to KATC PROPERTY LLC, price not recorded
Parcels in common ownership	8 parcels, 1,390,871 sq ft combined

Source: Marion County property records

Buildings

Buildings	2
Combined building footprint	26,862 sq ft (0.62 acres)
Lot coverage by buildings	7%
Year built	1980
Building area	Not reported
Stories	Not reported

SAMPLE REPORT

Tallest structure	15 stories; 161 ft average, 183 ft maximum; 26,138 sq ft footprint
Structure 2	1 story; 17 ft average, 19 ft maximum; 3,410 sq ft footprint
Structure footprints	2 structures, 29,549 sq ft combined

Sources: Marion County property records; Loveland Technologies (regrid.com) (buildings, combined building footprint); Derived by ParcelRights (lot coverage by buildings)

Site conditions

Ground elevation	737–743 ft above sea level; 6 ft of relief across the parcel
Nearest transmission line	81 m (266 ft)
FEMA National Risk Index	Relatively Moderate
Postal Service vacancy flag	Not flagged vacant (as of 2026-07-15)

Source: Loveland Technologies (regrid.com)

Neighborhood

School district	Washington Township Metropolitan School District
Opportunity Zone	No
Median household income	$74,558
Population growth, past 5 years	1.20% per year
Housing growth, past 5 years	1.44% per year

Source: Loveland Technologies (regrid.com)

Property valuation

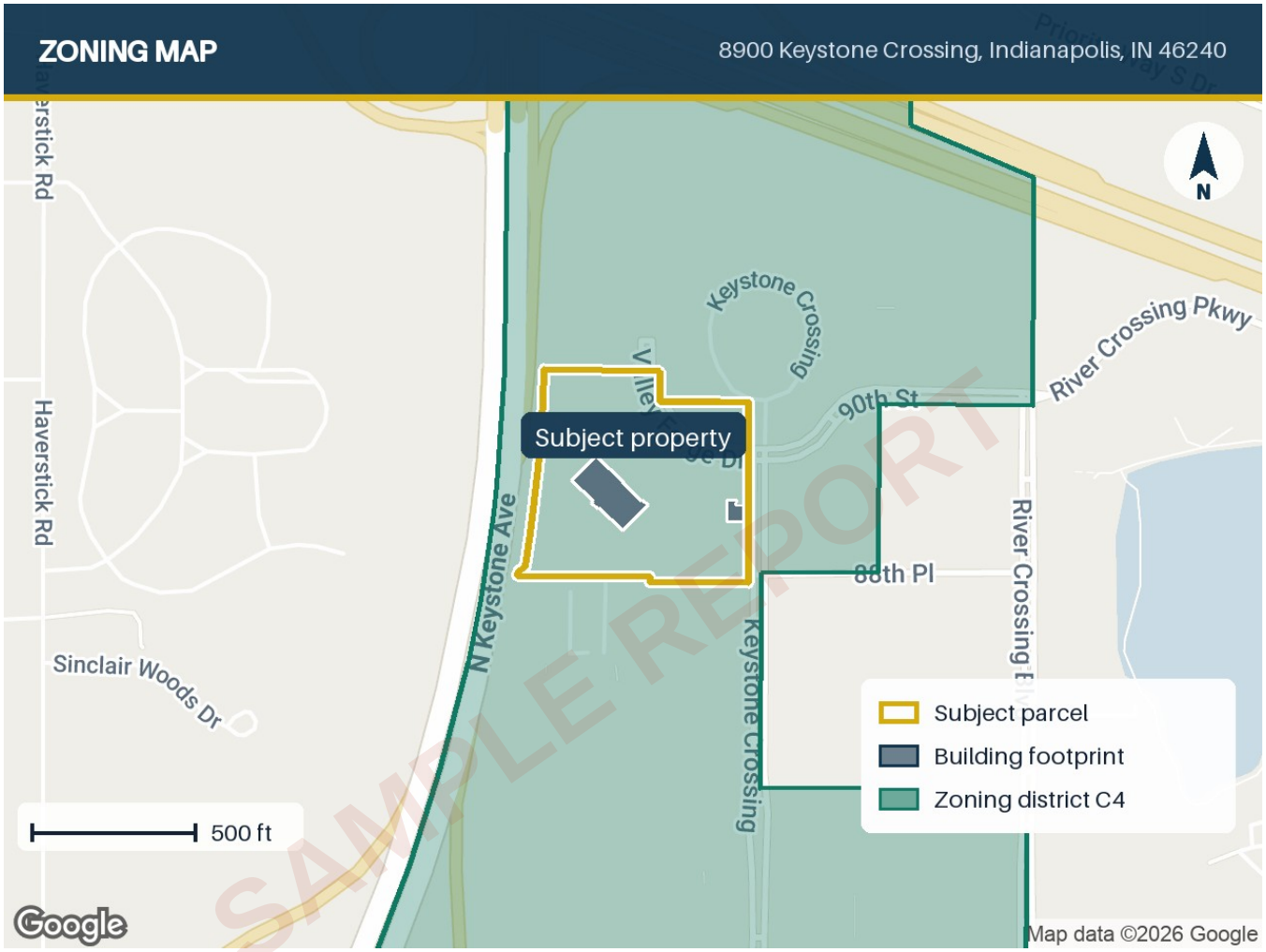
Assessed land value	$6,880,400
Assessed improvement value	$32,109,400
Assessed total value	$38,989,800
Value per sq ft of lot	$100.64
Improvements vs. land	82% improvements / 18% land
Billed taxes, 2025	$846,061

Source: Loveland Technologies (regrid.com); per-square-foot and share figures are derived by ParcelRights. An assessed value is the tax authority's figure, not an appraisal or market value.

A second source (Marion County property records) reports $33,780,000 (assessed total value, tax year 2025). The two differ; confirm the current assessed value with the county assessor.

SAMPLE REPORT

Zoning map



District boundary from standardized zoning data; the parcel is outlined in gold. District edges are approximate — confirm the boundary with the Authority Having Jurisdiction.

Base district C4 — Community Regional District

Source: Standardized from the zoning code, not read from the ordinance by ParcelRights.

`https://library.municode.com/in/indianapolis_-_marion_county/codes/code_of_ordinances?nodeId=TITIIIPUHEWE_CH742DI`

Permitted uses

Use group	Uses this district lists as permitted
Permitted uses (not exhaustive)	community / recreation center, religious facility, gas station, general retail, retail - grocery, restaurant, hospital / medical center, infrastructure, hotel / motel, office

Marion zoning code (C4, ordinance as of Aug 13, 2025). Summarized from the ordinance, not read by ParcelRights; confirm with the Authority Having Jurisdiction.

District purpose (per the ordinance): The C-4 District is designed to provide for the development of major business groupings and regional-size shopping centers to serve a population ranging from a community or neighborhoods to a major segment of the total metropolitan area. These centers may feature a number of large traffic generators such as home improvement stores, department stores, and theatres. Even the smallest of such freestanding uses in this District, as well as commercial centers, require excellent access from major thoroughfares. While these centers are usually characterized by indoor operations, certain permitted uses may have limited outdoor activities, as specified.

Overlays on this parcel: Metro Context Area (overlay). Setbacks and height above are published per context area; the overlay decides which applies.

The ordinance data publishes setbacks and height as prose scoped to a context area, so they are shown verbatim and not used in the buildable-area estimate.

Development standards

Standard	Value	Source	Status
Front setback	Metro Context Area: Fronts Along Expressways and Freeways, Primary and Secondary Thoroughfares, Collector or Local Streets: 10 ft from proposed ROW or existing ROW, whichever is greater; Front Transitional Yard: 20 ft; Compact Context Area: 10 ft	Marion zoning code (C4, ordinance as of Aug 13, 2025)	Needs a check
Side setback	Metro Context Area: N/A; Transitional Yard: 20 ft; Transitional Yard Abuts an Alley: 10 ft; Compact Context Area: N/A; Side Transitional Yard: 10 ft; Transitional Yard Abuts an Alley: 8 ft	Marion zoning code (C4, ordinance as of Aug 13, 2025)	Needs a check
Rear setback	Metro Context Area: N/A; Transitional Yard: 20 ft; Transitional Yard Abuts an Alley: 10 ft; Compact Context Area: Side Yard: N/A; Transitional Yard: 10 ft; Transitional Yard Abuts an Alley: 8 ft	Marion zoning code (C4, ordinance as of Aug 13, 2025)	Needs a check
Maximum height	Metro Context Areas: 65 ft; Along a Transitional Yard: 18 ft, May increase 1 ft per 1 ft of additional side setback up to: 65 ft; Compact Context Areas: 65 ft; Along a Transitional Yard: 25 ft, May increase 1 ft per 1 ft of additional side setback up to: 65 ft	Marion zoning code (C4, ordinance as of Aug 13, 2025)	Needs a check

SAMPLE REPORT

Not published by the source for this district: maximum FAR, maximum lot coverage, minimum lot area.

Ordinance / code:
https://library.municode.com/in/indianapolis_-_marion_county/codes/code_of_ordinances?nodeId=TITIIIPUHEWE_CH742DI

Development potential (approximate)

Lot area only — setbacks are published for this district but vary by context area or yard type, so no single buildable area is estimated.

Does not account for: Recorded easements and rights-of-way; Exact lot lines (assessor geometry is not a survey); Which edge is the front — corner and flag lots have their own rules; Setback averaging, daylight planes, and step-backs; Existing structures on the lot; Tree protection, soils, and topography.

Hazards & constraints

Overlay	Finding	Source
FEMA flood zone	Area Of Minimal Flood Hazard (Zone X) — no FEMA elevation requirement.	https://hazards.fema.gov/arcgis/rest/services/public/NFHL/MapServer/28/query
National Register of Historic Places	**None found**	https://mapservices.nps.gov/arcgis/rest/services/cultural_resources/nrhp_locations/MapServer/0/query

Permit history

Most recent 20 permits on record, filed 2025–2026; 15 not yet finaled.

Filed	Permit	Status	Fees	Days to final
Jun 03, 2026	Relocate existing supply ducts and diffusers to new floor plan. Relocate existing controls and perform comfort air balance. No new equipment supplied. (HTG26-03281)	In Review	—	—
Jun 02, 2026	Remodel (ELE26-02135)	In Review	—	—
May 27, 2026	To furnish and install all necessary piping and fixtures for 1 break room sink, 1 water heater, and 1 refrigerator box (PLM26-01190)	In Review	—	—
May 05, 2026	Metes & bounds legal // business office remodel - combo spec suites // 6091sf // cdr no.461194 // const type: i-b, spk // occ: rem, b // zone c4 // wa (STR26-02507)	In Review	—	—
Apr 13, 2026	Relocate existing air distribution to adjust to new remodeled office floor plan design. Several new diffusers required. No new equipment or controls. (HTG26-02129)	Active	—	—

Five most recent shown. The complete list of 20 permits is in Appendix A.

Showing the most recent 20 permits; older permits exist but are not listed. Source: Indianapolis city (balance) building permits, retrieved Sep 30, 2026. Permit records are as filed with the issuing jurisdiction and may be incomplete.

SAMPLE REPORT

Coverage

Some sections are incomplete; each says why and what to check.

Section	Status
Property identity	High confidence
Governing authority	High confidence
Parcel facts	High confidence
Zoning framework	Partial
Dimensional controls & use matrix	Partial
Hazards & constraints	High confidence

ParcelRights reports are fully automated. Each finding is drawn from the public or licensed source cited beside it, on the date shown. Findings the evidence did not support to our publishing threshold are marked Not available rather than guessed.

Sources & evidence register

Finding	Status	Source	Retrieved
Parcel facts	Found	Loveland Technologies (regrid.com)	Sep 30, 2026
Permit history	Found	Indianapolis city (balance) building permits	Sep 30, 2026
Property identity	Found	Loveland Technologies (regrid.com)	Sep 30, 2026
Governing authority	Found	US Census TIGERweb	Sep 30, 2026
Zoning district	Found	Indianapolis city (balance) zoning code	Sep 30, 2026
FEMA flood zone	Found	https://hazards.fema.gov/arcgis/rest/services/public/NFHL/MapServer/28/query	Sep 30, 2026
National Register of Historic Places	Found	https://mapservices.nps.gov/arcgis/rest/services/cultural_resources/nrhp_locations/MapServer/0/query	Sep 30, 2026
Uses & dimensional standards	Partial	–	Sep 30, 2026
Uses & dimensional standards	Found	Indianapolis city (balance) zoning code	Oct 01, 2026

Parcel data: Loveland Technologies (regrid.com)

This analysis is AI-generated guidance only. It is not legal advice. Verify all requirements with the Authority Having Jurisdiction before filing.

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2,226 source fields were collected for this parcel; the sections above summarise them.

SAMPLE REPORT

Appendix A — Permit history

Most recent 20 permits on record, filed 2025–2026; 15 not yet finaled.

Filed	Permit	Status	Fees	Days to final
Jun 03, 2026	Relocate existing supply ducts and diffusers to new floor plan. Relocate existing controls and perform comfort air balance. No new equipment supplied. (HTG26-03281)	In Review	—	—
Jun 02, 2026	Remodel (ELE26-02135)	In Review	—	—
May 27, 2026	To furnish and install all necessary piping and fixtures for 1 break room sink, 1 water heater, and 1 refrigerator box (PLM26-01190)	In Review	—	—
May 05, 2026	Metes & bounds legal // business office remodel - combo spec suites // 6091sf // cdr no.461194 // const type: i-b, spk // occ: rem, b // zone c4 // wa (STR26-02507)	In Review	—	—
Apr 13, 2026	Relocate existing air distribution to adjust to new remodeled office floor plan design. Several new diffusers required. No new equipment or controls. (HTG26-02129)	Active	—	—
Apr 10, 2026	Redfin remodel, tenant finish (ELE26-01272)	Active	—	—
Feb 23, 2026	Metes & bounds legal // redfin // business office remodel// 2813 sf // cdr no.459519// const. Type i-b, spk // occ. B, rem // zoned c4 //washington tw (STR26-00786)	Active	—	—
Feb 16, 2026	6th floor remodel (corrected square footage per structural permit) (ELE26-00535)	Active	—	—
Feb 12, 2026	6th floor remodel (ELE26-00513)	In Review	—	—
Feb 12, 2026	Interior remodel, relocate, thermostats, supply and return diffusers per new office layout. (HTG26-00908)	Active	—	—
Feb 12, 2026	Suite 600; replace 1 in the ceiling water heater. Hook up sink in kitchenette area. (PLM26-00271)	Final	—	69
Feb 04, 2026	Metes & bounds // katc 8900 // exterior cladding/facade upgrades per plans // cdr no.: 456112 // const. Type: i-b spk // occupancy: b // zoning: c-4 / (STR26-00467)	Active	—	—
Jan 29, 2026	Demo existing branch circuits in walls being removed, adjust lighting for new wall lay-out, new branch circuits for conference room, work room, 6 new (ELE26-00355)	Active	—	—
Jan 28, 2026	Installation of 2 sinks and water heaters in suite 1015 (PLM26-00184)	Active	—	—
Jan 21, 2026	Furnish new flex duct/ grilles to existing grilles and vav boxes and relocate per plans specs for existing hvac zones for t2 systems remodel. (HTG26-00415)	Active	—	—
Jan 12, 2026	Metes and bounds legal // interior office remodel // 5137 sf // cdr: no.458687 // const. Type: i-b // occ: b // zone c4 // washington twp // asc: non (STR26-00143)	Final	—	98
Jan 07, 2026	Adding new sink in wellness room 1211 (PLM26-00027)	Final	—	127

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Filed	Permit	Status	Fees	Days to final
Jan 07, 2026	Demo existing it room branch circuits and panel, add branch circuits for new break area, conference rooms, offices, and cubical area, adjust existing (ELE26-00051)	In Review	—	—
Jan 06, 2026	Metes & bounds legal // t2 systems - ste. 1200 // remodel existing office space for new tenant. // 11578 sf // cdr no. 456857 // const. Type: i-b, sp (STR26-00035)	Final	—	133
Nov 11, 2025	11th flr rework and install of 1 kitchenette (PLM25-02516)	Final	—	87

Showing the most recent 20 permits; older permits exist but are not listed. Source: Indianapolis city (balance) building permits, retrieved Sep 30, 2026. Permit records are as filed with the issuing jurisdiction and may be incomplete.

SAMPLE REPORT

Appendix B — Permit roadmap details

Proposed use: Medical office. The summary is in the Permit roadmap section.

Permitting authority	City of Indianapolis - Department of Business and Neighborhood Services (DBNS)
Website	https://www.indy.gov/agency/department-of-business-and-neighborhood-services
Permit portal	https://aca-prod.accela.com/INDY/Default.aspx
Address	200 E. Washington St., Suite 107 / Suite 200, Indianapolis, IN 46204

Permits and approvals

1. Indiana State Construction Design Release (CDR) Required

State-level code review and approval of commercial building construction plans by the Indiana Department of Homeland Security (IDHS) Division of Fire and Building Safety.

Cost	$200 - $1,200 (based on gross floor area and reviewed systems)
Timeline	2 to 4 weeks
How to apply	Online via Accela Citizen Access Portal or State e-Services Portal

DOCUMENTS AND FORMS FOR THE INDIANA STATE CONSTRUCTION DESIGN RELEASE (CDR)

- ☐ Architectural, structural, mechanical, electrical, and plumbing drawings sealed by an Indiana-registered design professional
- ☐ IDHS Application for Construction Design Release

2. Class 1 Commercial Structural Permit Required

Local commercial building permit issued by the Indianapolis Department of Business and Neighborhood Services.

Cost	$478.00 base deposit + square footage valuation fee
Timeline	2 to 5 weeks (accelerated plan review available for an additional fee)
How to apply	Online via Indy Accela Citizen Access or by email to PlanReview.Class1@indy.gov

DOCUMENTS AND FORMS FOR THE CLASS 1 COMMERCIAL STRUCTURAL PERMIT

- ☐ Form: Class 1 Structural Permit Application · Application for Class 1 commercial building and structural plan review
  https://us-east-1-indy.graphassets.com/ActDBC5rvRWeCZlNNnLrDz/cmmz5k79f1v8a07k5o38kui9z?dl=true
- ☐ Form: Contractor Authorization Form · Form to authorize registered contractors to pull permits or execute work
  https://citybase-cms-prod.s3.amazonaws.com/b25beef9878a4898a7265a5b6b653bf3.pdf
- ☐ Form: CDR Exemption Form · Request exemption from IDHS CDR if scope meets state exemption criteria
  https://us-east-1-indy.graphassets.com/ActDBC5rvRWeCZlNNnLrDz/cmmz5ob1n1vzu07k5qp3gyi57?dl=true
- ☐ Completed Class 1 Structural Permit Application
- ☐ Indiana Construction Design Release (CDR) or Exemption Form
- ☐ Three complete sets of code-compliant architectural construction drawings
- ☐ Contractor registration verification

SAMPLE REPORT

3. Commercial Heating and Cooling (HVAC) Permit Required

Trade permit for heating, ventilation, air conditioning, and medical/exam room exhaust systems.

Cost	$150 - $450
Timeline	1 to 3 business days (issued over-the-counter / online to licensed contractor)
How to apply	Online via Accela Citizen Access

DOCUMENTS AND FORMS FOR THE COMMERCIAL HEATING AND COOLING (HVAC) PERMIT

- ☐ Form: Heating and Cooling Permit Application · Application form for heating, venting, air conditioning, and refrigeration work
  https://citybase-cms-prod.s3.amazonaws.com/c31650eff349433893ccb3787f2d42fc.pdf
- ☐ Mechanical duct layout and equipment schedule
- ☐ Indianapolis licensed HVAC contractor listing

4. Commercial Electrical Permit Required

Trade permit for commercial electrical installations and lighting controls.

Cost	$150 - $450
Timeline	1 to 3 business days
How to apply	Online via Accela Citizen Access

DOCUMENTS AND FORMS FOR THE COMMERCIAL ELECTRICAL PERMIT

- ☐ Form: Electrical Permit Application · Application for commercial electrical installation
  https://us-east-1-indy.graphassets.com/ActDBC5rvRWeCZlNNnLrDz/IEFeLM9ZSUGurQ0FMWuZ?dl=true
- ☐ Electrical plan including panel schedules, single-line diagrams, and fixture schedules
- ☐ Indianapolis licensed Electrical contractor listing

5. Commercial Plumbing Permit Required

Trade permit for commercial sanitary, domestic water, backflow prevention, and plumbing fixture installations.

Cost	$150 - $400
Timeline	1 to 3 business days
How to apply	Online via Accela Citizen Access

DOCUMENTS AND FORMS FOR THE COMMERCIAL PLUMBING PERMIT

- ☐ Form: Plumbing Permit Application · Application for commercial plumbing installation
  https://us-east-1-indy.graphassets.com/ActDBC5rvRWeCZlNNnLrDz/gw0IjioKSxiKJypVW2q8?dl=true
- ☐ Plumbing riser diagram and fixture layout
- ☐ Indianapolis licensed Plumbing contractor listing

SAMPLE REPORT

6. Class 1 Improvement Location Permit (ILP) Conditional

Zoning compliance permit confirming conformity with C4 Community Regional District development standards.

Required if there are changes to the building envelope, exterior footprint, parking layout, or site ingress/egress. Typically not required for purely interior alterations within an established office shell.

Cost	$250 - $600
Timeline	2 to 3 weeks
How to apply	Online via Accela Citizen Access

DOCUMENTS AND FORMS FOR THE CLASS 1 IMPROVEMENT LOCATION PERMIT (ILP)

- ☐ Site plan / plot plan
- ☐ Parking calculation analysis
- ☐ Floor plan

Fees

Fee	Amount	Basis
Class 1 Structural Permit Initial Application Fee https://www.indy.gov/activity/commercial-development-permits	$478.00 base deposit	Initial base application/plan review deposit for Class 1 Structural Permit; final fee calculated per square foot and scope of work per 2026 DBNS Fee Schedule
Indiana IDHS Construction Design Release (CDR) Fee https://www.in.gov/dhs/fire-and-building-safety/building-plan-review/	Varies by scope and square footage ($150 - $1,500+)	State filing base fee plus square footage and system review fees assessed by IDHS Plan Review Section
Electrical, HVAC, and Plumbing Trade Permit Fees https://www.indy.gov/activity/license-and-permit-fees	$100 - $350 per trade	Specific trade permit fees based on circuits/fixtures/equipment count under DBNS craft fee schedule
Reinspection Fee https://www.indy.gov/activity/new-building-construction	$175.00 per failed inspection	Assessed if an inspection fails and requires reinspection

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Documents to prepare

- ☐ State Construction Design Release (CDR) application and architectural/engineering plan set (sealed by Indiana-registered architect or professional engineer)
- ☐ City of Indianapolis Class 1 Structural Permit Application
- ☐ Three (3) full sets of detailed architectural construction plans (or digital submittal via Indy Accela Citizen Access portal), including architectural, life safety, structural, electrical, mechanical, and plumbing layouts
- ☐ Contractor Authorization Form and verified DBNS Contractor License listings (General, Electrical, HVAC, Plumbing)
- ☐ Statement of Intended Use / Scope of Work detailing medical office operations, clinical equipment, and hazardous materials/gases (if applicable)
- ☐ Marion County Public Health Department plan review application (required if clinical procedures, sterilization facilities, medical waste generation, or x-ray/radiology equipment are involved)
- ☐ Fire protection / sprinkler system shop drawings (if sprinkler heads or duct detectors are modified)
- ☐ Certificate of Completion and Compliance (signed by licensed contractors upon completion prior to occupancy)

Next steps

1. Engage an Indiana-registered architect or professional engineer to prepare construction documents compliant with the Indiana Building Code (IBC) and Indiana Mechanical/Plumbing/Electrical Codes.

2. Submit plans electronically to the Indiana Department of Homeland Security (IDHS) Division of Fire and Building Safety to obtain a Construction Design Release (CDR).

3. Ensure the general contractor and all specialty trade subcontractors (electrical, HVAC, plumbing, fire protection) are currently registered and in good standing with Indianapolis DBNS.

4. Submit the Class 1 Structural Permit application, construction plans, and CDR application/release through the Indy Accela Citizen Access Portal.

5. Obtain trade permits (electrical, mechanical/HVAC, plumbing) filed by the respective licensed contractors.

6. Schedule rough inspections (framing, MEP under-slab, rough-in, fire suppression) as work advances, followed by final inspections.

7. Upon inspection sign-offs, submit the signed Certificate of Completion and Compliance before occupying the medical clinic.

Assumptions and open items

• Project is a commercial interior tenant buildout / remodel or conversion of existing office space into a medical office within the existing commercial office complex at 8900 Keystone Crossing.

• No exterior structural expansion or footprint alteration is proposed; if exterior additions, site work, or curb-cut modifications are involved, an Improvement Location Permit (ILP), Infrastructure / Drainage Review, and Marion County Health Department review will be required.

• Medical office use is permitted by-right under Indianapolis Consolidated Zoning District C4 (Community Regional District) which expressly permits Community: medical and Commercial: professional office uses.

• As a Class 1 commercial structure in Indiana, design plans must be prepared and sealed by an Indiana-registered architect or professional engineer and submitted to the Indiana Department of Homeland Security (IDHS) for a Construction Design Release (CDR) prior to or concurrently with local structural permit issuance, as confirmed by past permit records on the parcel.

• All trade work (electrical, plumbing, HVAC/mechanical, fire suppression) must be performed by contractors licensed and listed with the Indianapolis Department of Business and Neighborhood Services (DBNS).

Sources

Indianapolis DBNS - Commercial Development Permits
https://www.indy.gov/activity/commercial-development-permits

Indianapolis DBNS - License and Permit Fees
https://www.indy.gov/activity/license-and-permit-fees

Indianapolis DBNS - Certificate of Occupancy / Completion Requirements
https://www.indy.gov/activity/certificate-of-occupancy

Indianapolis Accela Citizen Access Portal
https://aca-prod.accela.com/INDY/Default.aspx

Indiana Department of Homeland Security - Building Plan Review
https://www.in.gov/dhs/fire-and-building-safety/building-plan-review/

Parcel record (Marion County property records / Indianapolis zoning map)

SAMPLE REPORT

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SAMPLE REPORT