

## **Getting Started in Seymour:**

*If you plan on starting a business in the City of Seymour, it is your responsibility to confirm that the building or property that you intend to occupy conforms to local and state codes. Please use this resource guide before you purchase or lease, begin to renovate, or are considering starting your own business.*

*Also keep in mind that outdoor events are regulated by City and State codes and must be approved by Seymour City officials.*

### **Department of Building Planning and Zoning**

**Visit or call the Department of Building Planning and Zoning at Seymour City Hall, 301-309 N Chestnut St, 812-522-4020. The Building Commissioner or Building Inspector can advise and assist with the following questions:**

#### **Frequently Asked Questions:**

- Will I be required to submit plans for the building renovation to the Indiana Department of Homeland Security (IDHS) Building Plan Review for their review and approval?  
<http://www.in.gov/dhs/3658.htm>
- Is the area properly zoned for the intended use of the property?
- Will I be changing the type of occupancy from the previous occupant of the area?  
Example: Was the previous use a retail business and you are changing it to an area that people gather for an event (an assembly)? This is very important as different classifications of occupancies require different fire and building codes.
- Is a building permit required from the City of Seymour?
- Is a business license required from the City of Seymour?
- Will a licensed electrician and plumber be required to perform all the mechanical work necessary for my building?
- Will I be required to obtain a Certificate of Occupancy before opening my business?

### **Seymour Fire Department**

**Visit or call the Seymour Fire Department Administrative Office, 318 East St, 812-522-2598. The Fire Chief or an Inspector can advise and assist with the following items:**

#### **Frequently Asked Questions:**

- Is a State plan release required for the project?
- Will I be required to install a Knox Box? This is a lock box that attaches to your building. The key to your building is placed in the box. The fire department has the only key that will open the box and access your key.
- Will I be required to obtain an Amusement and Entertainment (A&E) permit from IDHS Division of Fire & Building Safety prior to opening? <http://www.in.gov/dhs/3552.htm>

- Will an IDHS – DFBS Code Official or a local Fire Inspector be required to inspect my building prior to opening?
- What is the number of occupants that are allowed in my building?
- Are the number of exits, paths of egress, and type of door hardware adequate for the intended use of my building?
- How many fire extinguishers and what type, are necessary for my building? Where should I locate them?
- Will I need to contact IDHS – Division of Fire & Building Safety?

*We want all businesses in Seymour to prosper and be a success. We also have a duty to assure that all businesses in the City are safe to you, your employees, your customers, and to the emergency responders that may be entering your building should an emergency occur.*

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Jeremy Gray, Building Commissioner

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Brad Lucas, Fire Chief