



## Planning & Economic Business Development

City of East Chicago, City Hall  
4525 Indianapolis Boulevard, Lower Level, East Chicago, Indiana 46312  
Telephone: (219) 391-8205; Fax: (219) 391-8522; Website: [www.eastchicago.COM](http://www.eastchicago.COM)

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**Anthony Copeland**  
Mayor

### The Purpose of Tech Review

Plans are reviewed to ensure compliance with the City of East Chicago's codes and ordinances for residential, commercial, and industrial developments. The review focuses on public safety, compliance with final development plans, the development's effect on existing public infrastructure, impact on neighboring properties, and insuring sound engineering principles. Construction plan review minimizes field changes because it necessitates interpretation of standards prior to the construction occurring, thus, saving time and expense for both the City and developer.

### Timeframe for Tech Review

The Planning and Economic Development Department has established a goal of completing the initial review within **4 weeks** of receiving the Tech Review Project Intake Form and site plans. "Day 1" begins when the Project Intake Form and site/plan drawings have been received by the department. Our goal is to process plans the next working day after plans have been submitted. Should the Project Intake Form and documents be submitted near the close of the working day, it may take an additional work day to move the form forward.

### Tech Review Meeting

The Tech Review Committee meets on the Wednesday prior to the Plan Commission at 10:00 a.m., within City Hall, in a conference room to be announced, 4525 Indianapolis Blvd, East Chicago, Indiana. Tech Review Committee meetings require electronic copies emailed to the Planning and Economic Development Department at [dpowers@eastchicago.com](mailto:dpowers@eastchicago.com)

Two 100% full sets of drawings and three full sets of 11x17 are to be used for the review process and the day of the Tech Review meeting. Bring/send these hard copies to the Planning and Economic Development Department located in the lower level of City Hall. **Deadline for these documents would be no later than 12:00pm the FRIDAY before the Tech Review meeting date.**

**\*\*Please note that it is imperative that individuals representing the project to be reviewed have in-depth knowledge of the project to ensure that all questions proposed by city officials will be answered. Failure to do so will result in the meeting being cancelled, disapproval of project, and no refunds will be distributed.\*\***

## Multi-Department Review

Depending on the type of project, one or more of the following areas may be involved in the review of your project.

- Planning and Economic Development Department
- Building Department
- Engineering Department
- Redevelopment Department
- East Chicago Fire Department
- Water Department
- Health Department

## Tech Review Revisions

All necessary issues needing revision will be consolidated within all departments and discussed to the owner, architectural firm, and project manager. When the issues have been addressed if necessary, please resubmit two 100% full sets of drawings to be reviewed. Bring/send these hard copies to the Planning and Economic Development Department located in the lower level of City Hall.

## Plan Commission

The Plan Commission is the final step for approval. The Plan Commission meets on the first and third Mondays of the month, at 4:30 p.m., in the Common Council Chambers, second floor, 4525 Indianapolis Blvd., East Chicago, Indiana.

The Plan Commission requires (12) 11x17 size plans, usually four illustrative pages, for each board member. **Please bring the 12 copies to the Tech Review Meeting or no later than the Thursday prior to the Plan Commission Meeting date by the 12:00pm deadline.** Please be advised that approval of the project rests with the Plan Commission board members.

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## **Plan Commission Fee Schedule**

Plan Commission Fee- Residential	\$50.00
Commercial/Business	\$100.00
Industrial	\$200.00

## Payment Method

We accept cashier's checks and money orders only, make payable to the City of East Chicago.