



# CITY OF ANGOLA

## Building Safety Department

210 North Public Square

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Angola, Indiana 46703-1960

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E-mail: [buildingdept@angolain.org](mailto:buildingdept@angolain.org)

### THE ADVANTAGES OF ELECTRONIC FILING

- Instantaneous tracking of project
- Communication via e-mail
- Environmentally Friendly
- Cost savings including mailing, printing, travel, and staff time, etc.
- Cost savings by eliminating plan storage.
- can submit a project 24 - 7 - 365.

### PDF Drawing Type Files Please

- Small Efficient File Size
- Entire Submission Can Be Included in One PDF
- May Require the Purchase of "Adobe Acrobat Software"
- Read Only

### Preparing Your Project Information to Email

- Scan or Draw Professional Seal & Signature
- Scan in Signed Application Forms or complete the online Microsoft Word application, save the application by address, and email the application as an attachment.
- No More Than 200 DPI
- If You Can't Read It on Your Monitor, We Can't either!
- Check Your Finished Product to Make Sure Drawings and Application Form are

Legible on

Screen

- E-Mail to the City of Angola Building Safety Department at [buildingdept@angolain.org](mailto:buildingdept@angolain.org) and mail the Building Construction Permit fee to the:

City of Angola

Attn: Building Commissioner

210 North Public Square

Angola, Indiana, 46703

Thank you,

Dean L. Twitchell CBO, CPE, CBI, Building Commissioner