

## Common Case Types

### Department of Code Enforcement (DCE):

- CIT– Citation
- ELE– Electrical Permit
- HTG– Heating Permit
- HWG– High Weeds and Grass
- ILP– Improvement Location Permit
- INV– Investigation case
- LGL– Case is in court
- MST– Master Permit
- NOT– Notification
- PLM– Plumbing Permit
- PRJ– Permits/Project
- ROW– Right of Way Permit
- SGN– Sign Permit
- STR– Structural Permit
- VEH– Inoperable vehicle
- VIO– Violation

### Health Department (MCHD):

- CRT– Case is in court
- DEM– Demolition
- HINV– Housing Investigation
- HSG– Housing
- JTD– Junk, trash or debris
- ROD– Repair or demolish
- TRA– Trash
- VBO– Vacant Board Order

## Department of Code Enforcement

*Putting public safety and quality  
of life issues first through efficiently  
and effectively administering:*

- **LICENSES**
- **PERMITS**
- **INSPECTIONS**



*For a complete list of services and  
resources, visit [www.indy.gov/dce](http://www.indy.gov/dce) or  
contact us via:*

**1200 Madison Ave., Suite 100  
Indianapolis, IN 46225  
Phone: (317) 327-8700**

**To apply for permits and to schedule  
inspections, go online at  
[www.indygov.biz](http://www.indygov.biz), call DCE's auto-  
mated system at 327-5525, or visit  
the Department of Code  
Enforcement.**



Department of Code Enforcement  
**Indianapolis**  
Gregory A. Ballard, Mayor

## CITIZEN ACCESS PORTAL (ACCELA)



## HOW IS THIS WEBSITE MEANT TO BE USED?

The primary purpose of this website is to provide a tool for **public research** into the many kinds of cases that result from work performed by Planning, Indianapolis Historic Preservation Commission (IHPC), Department of Code Enforcement (DCE), and the Marion County Health Department (MCHD). It can be visited at: [www.indy.gov/dce/research](http://www.indy.gov/dce/research).

## WHAT TYPE OF INFORMATION IS AVAILABLE?

The City of Indianapolis / Marion County's Permit, Land Use Petition, and Enforcement Case portal provides information about "cases", including:

- **Petitions:** Variances, Rezoning, Vacations, Approvals, Regional Center, Plats;
- **Certificates of Appropriateness** from IHPC;
- **Permits, Licenses** and related **Inspections:** Drainage, Driveway, Electrical, Encroachment, Flood, Heating & Cooling, Improvement Location, Master, Plumbing, Right of Way, Sewer, Sign, Street Construction, Structural, Wrecking Permits; Business & Contractor Licenses, Self-Certification Tags, Project, Notification, State Variance, & Research Cases;
- **Code Enforcement Cases:** Building, Zoning, Infrastructure and Right-of-Way Investigations and Violations, High Weeds & Grass, Legal, Damage Assessment, Inoperable and Abandoned Vehicles/ Citations;
- **Health Department Violations:** Abandoned Vehicles, Demolition, Housing Violations, Repairs, Trash, Vacant Buildings, Complaints, Property Court Cases.

## HOW IS INFORMATION ORGANIZED ON THE WEBSITE?

Information provided by the different agencies to this website is organized under five tabs across the top of the page:

- **Home** – the default page for this part of the website;
- **Permits** – permits issued by DCE and related inspections;
- **Enforcement** – cases such as investigations, initiated by DCE, often in response to information from the Mayor's Action Center and other City/County agencies;
- **Planning / Historic Preservation** – cases initiated by Planning or IHPC, as well as those initiated by the public, such as Land Use Petitions and Certificates of Appropriateness;
- **Health Department** – cases, such as violations, initiated by MCHD.

Each case has a unique identifier. In Permits, Enforcement, and Health Department, they are generally in the form XXXYY-99999, in which:

- XXX or XXXX is an abbreviation of the case type;
- YY is the 2-digit year in which the case was created;
- 99999 is a 4-to-6-digit sequential numeric identifier.

*EXAMPLE:* HWG10-12345: A high weeds and grass case opened in 2010

## TIPS FOR SEARCHING INFORMATION ON THIS WEBSITE

Searching is normally performed by following these steps:

- Click the tab at the top of the page for the data you wish to see (i.e. Permits, Enforcement, etc.);
- Click the dropdown next to "General Search" to focus the type of search you will be conducting (general or by address);
- Enter search criteria into the fields appropriate for your query;
- Click the "Search >>" button at the bottom of the page.
- Results will appear at the bottom of the page. Click on any of the results for more details.
- Click on the triangle next to any header to expand the information.
- A search will return a maximum of 100 records. In cases where this limit is exceeded, site users are advised to refine their search criteria or use a Case Research Report.
- Refine searches by providing as much criteria as possible and by limiting ranges of data within which you are searching, such as by using the "Start Date" and "End Date".
- The Case Research Report is useful for large searches or for unusual parameters. A case research report can be generated by address, MAC Siebel number or case number. These reports can be produced by clicking "Case Research Report" under the "Home" tab of [www.indy.gov/dce/research](http://www.indy.gov/dce/research).