

# Planning & Building

## Residential Permit Requirements

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\* Every application must contain the creation date. In order to obtain this information please contact Deeds & Plats in the Auditor's office at 745-9435 prior to submitting your permit application. \*

### Single Family Residence (SFR)

- Plot Plan (*must be certified* scaled plan)
- Copy of deed when applicable
- Sewer hook up receipt or
- Septic system: Health Department permit approval
- Clean Water Permit
- 1 set of building plans \*Drawn to scale
- Proof of ownership
- Proof of Compliance with 2012 IN Energy Code

### Addition to SFR

- Plot Plans(*can be hand drawn*) \*Drawn to Scale
- Setbacks for all sides of addition
- Health Dpt. Approval if on septic
- Clean Water Permit
- 1 set of building plans with footprint of footer showing doors and windows, elevations, manufactured truss specs and sidewall section with footer specs (depth, width, thickness)

### Residential Accessory Building

- Plot Plan (*can be hand drawn*) \*Drawn to Scale
- Show all structures on property
- Setbacks for all sides of structure
- Clean Water Permit
- 1 set of building plans with footprint of footer/post hole layout, show all doors and windows, elevations, manufactured truss specs and sidewall section with footer specs (depth, width, thickness). \*Drawn to Scale
- 5% Rule Applies
- Affidavit of Intent

### Application Process

Application is made at the Planning & Building Department first and then at the other necessary departments (Health Department and Clean Water Department). Once all three departments have given their approval, a representative from the Planning & Building Department will contact you to notify you that your permit from our department is ready to be picked up along with the remaining balance of fees. Any additional permits that were issued from the other departments will also be picked up at that time from the Planning & Building Department.

### Remodeling

- Plot Plan (*can be hand drawn*) \*Drawn to Scale
- Cannot change "footprint"
- Documentation of what will be remodeled with before and after floor plan
- Structural changes (if any)

### Demolition of Building

- Plot Plan (*can be hand drawn*) showing building(s) being demolished
- Commercial must have asbestos testing completed
- Clean Water Permit
- Health Dpt. for well abandonment
- Legitimate address

### Swimming Pools

- Plot Plan (*can be hand drawn*) \*Drawn to Scale
- Setbacks for All Sides of Swimming Pool
- Clean Water Permit
- 1 set of building plans
- 5% Rule applies
- Commitment of Security that follows state regulations

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## Planning & Building Department 317-745-9255

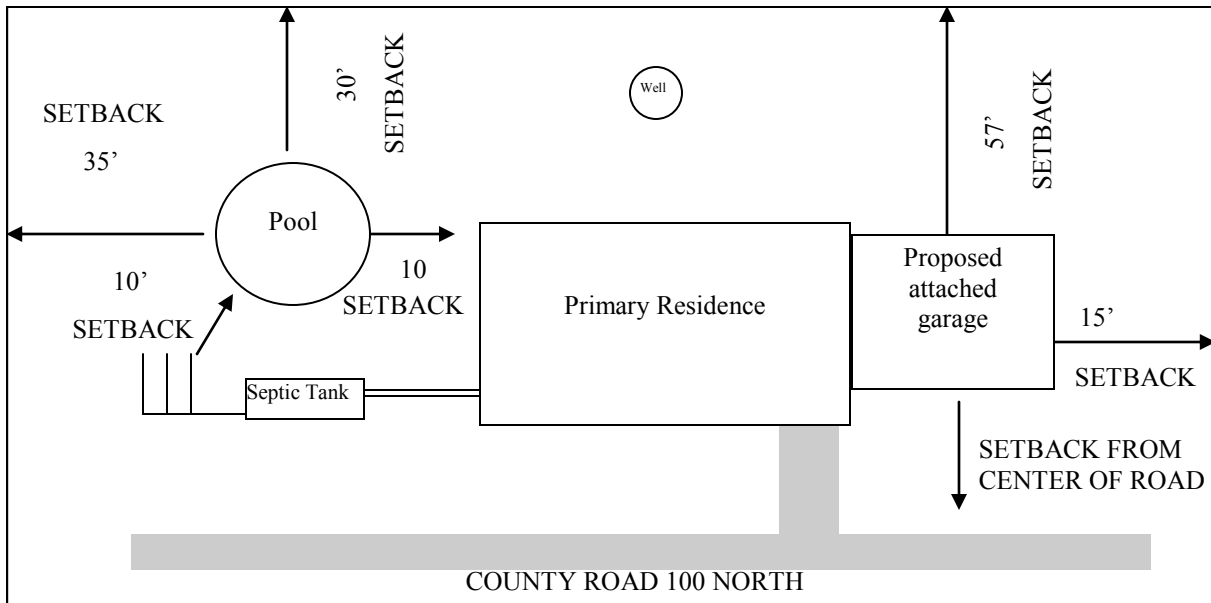
Health Department  
(317)745-9216

Clean Water  
(317)718-6068

Deeds & Plats  
(317)745-9435

# Setback Example

\*Not drawn to scale\*



## **Non-Certified Plot Plan Requirements**

May be hand drawn and must include the following:

- Drawn to Scale
- Lot dimensions and area
- Location and dimensions of all structures including garages, carports, and other accessory buildings
- The proposed structure with dimensions and setbacks
- Showing any easements

## **5% Rule For Freestanding Structures**

No more than 5% of a lot's square footage may be used for freestanding accessory structures (garages, pool houses, permanent swimming pools and so forth) This does not apply to the primary residence located on the property.

Example:

1 acre = 43,560 sq. ft.

5% = 2,178 sq. ft. for freestanding structures

## **Setbacks**

The measured distance from the proposed structure to property lot line and/or primary residence, (all that is applicable.) Setback distances are determined based on what the property is zoned and/or structure use. For a complete definition or zoning classification please call (317)745-9243.

**\*You must be the property owner or a listed contractor with this department**