

# Planning & Building Residential Permit Requirements

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## Single Family Residence (SFR)

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

## Addition (includes covered and/or attached)

- Plot Plan (*can be hand drawn*) \*Drawn to Scale
  - See example on 2nd page
- 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)
- Before and after floor plan \*Drawn to Scale
- Specs of how deck will be attached to the house (if applicable)
- If number of rooms are changing– requires Health Dept approval

## Accessory Building

- Plot Plan (*can be hand drawn*) \*Drawn to Scale
  - See example on 2nd page
- Show all structures on property
- 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
- 7% Rule Applies
- Affidavit of Intent
- If adding plumbing–requires Health Dept approval

## Application Process

Application is made at the Planning & Building Department first and then at the other necessary departments (Health Department, Clean Water Department and Surveyor). Once all other 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

- Cannot change "footprint"
- Documentation of what will be remodeled with before and after floor plan
- Structural changes (if any)
- If number of rooms are changing–requires Health Dept approval

## Demolition of Building

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

## Swimming Pools

- Plot Plan (*can be hand drawn*) See back of application for details \*Drawn to Scale
- 1 set of building plans
- Plot Plan & Building Plans must show concrete apron and/or deck dimensions
- Commitment of Security that follows state regulations
- Clean Water Permit
- Visit County Surveyor (Inground Pools only)
- 7% Rule applies

## Solar Panels (remodel permit \$64)

Provide the following documentation:

- Panels or Modules meet UL 1703
- Inverters meet UL 1741
- Roofs must be able to support modules or panels

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## Planning & Building Department 317-745-9255 Other Departments

**Health Department**  
**(317)745-9216**

**Clean Water**  
**(317)718-6068**

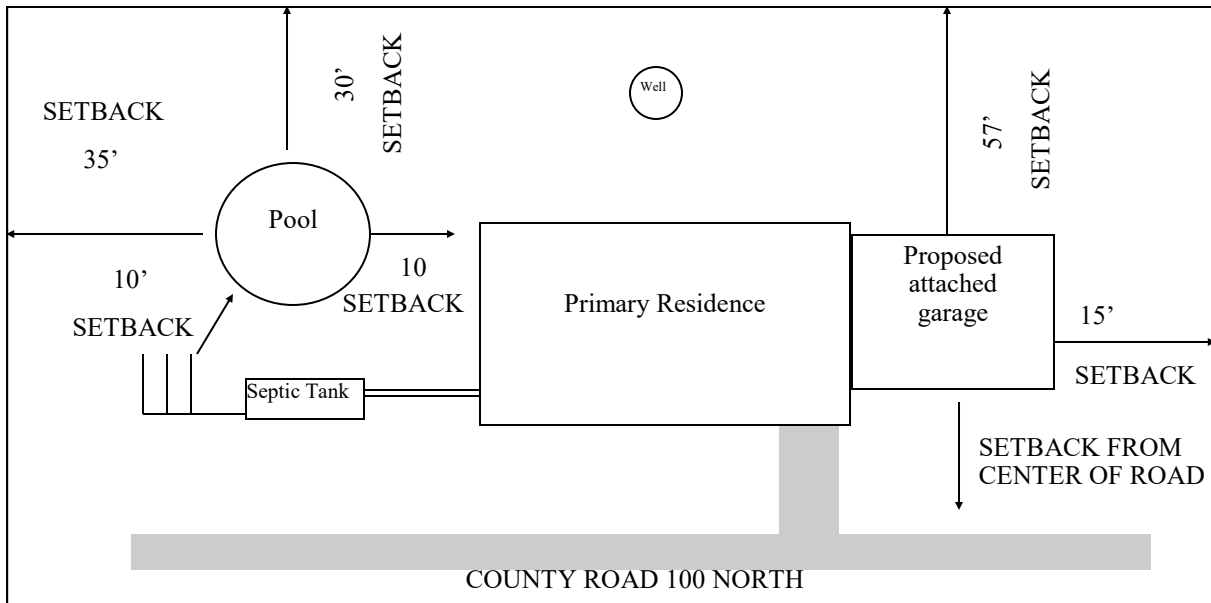
**Deeds & Plats**  
**(317)745-9435**

**Surveyor**  
**(317)745-9237**

\*All of the above listed regulations are subject to change without notice.

# 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

## **7% Rule For Freestanding Structures**

No more than 7% 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.

7% = 3049.2 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 to apply for any building permits.**