

# Planning & Building Residential Permit Requirements

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## Single Family Residence (SFR)

- Copy of Plot Plan *\*must be certified* scaled plan
- Copy of deed when applicable
- Copy of Building plans *\*Drawn to scale*
- Copy of Energy Code Compliance Report
- Sewer hook up receipt or
- Septic and/or Well permit: Health Dpt.
- Clean Water Permit: Clean Water Dpt.
- Driveway permit: Engineering Dpt.
- Plot plan review: 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 bedrooms are changing—requires Health Dept approval

## Demolition of Building

- Plot Plan (*can be hand drawn*) showing building (s) to be 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*
  - See example on 2nd page
- 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 Roof Mounted 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
- Someone from the installation company must be on site for

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

Engineering Department  
(317)745-9238

Health Department  
(317)745-9216

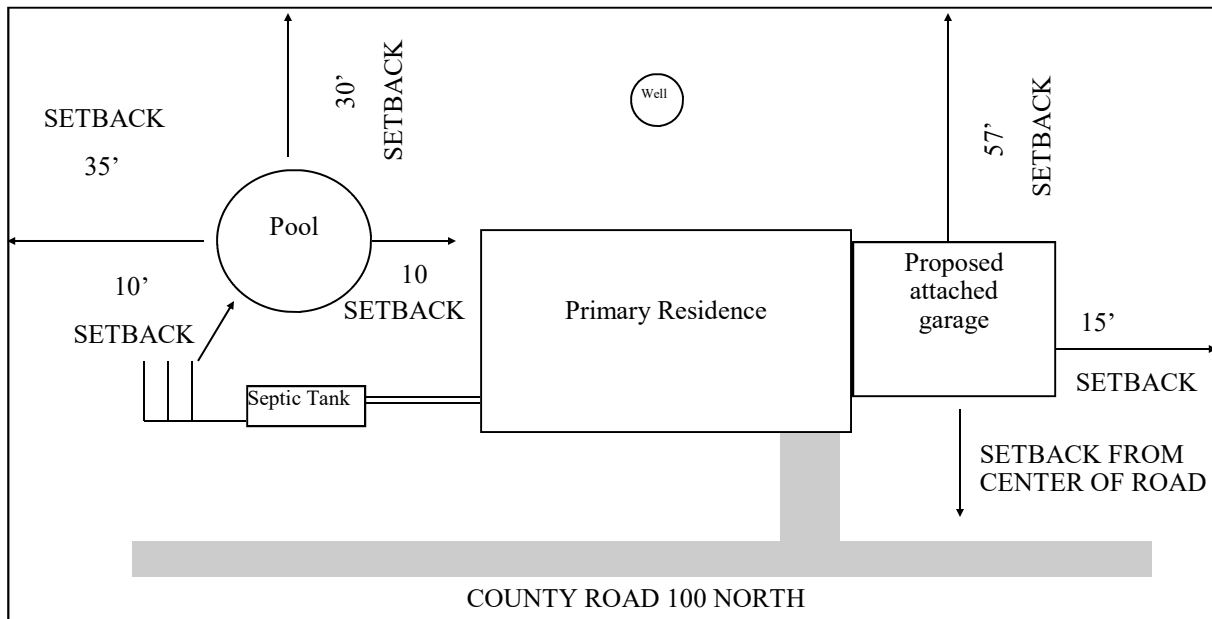
Clean Water  
(317)718-6068

Deeds & Plats  
(317)745-9435

Surveyor  
(317)745-9237

# 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.

## **Affidavits**

\*You must be the property owner or a listed contractor with this department to apply for any building permits.

**Affidavit of Intent:** MUST accompany all permit applications for accessory structures

**Contractor Listing Affidavit:** MUST accompany all permit applications when the property owner is applying