

Boone County Area Plan Commission

Residential Structure – Accessory, Addition, Remodel, Deck, Porches, Gazebos, Pergolas, Farm Buildings, Swimming Pool

APPLICATION PROCEDURES:

1. BUILDING PERMIT APPLICATION

The following information must be submitted when applying for a building permit. In order to avoid misplaced information, please understand that incomplete submittals will not be accepted.

☐ **Application Form**

- All items must be completed fully and either typewritten or printed in ink.
- The application must be signed by the applicants.

☐ If adding a potential bedroom, One (1) copy each of the approved septic and well permits. Septic and Well Permits are available at the Boone County Health Department, 116 W Washington St Rm B201, Lebanon, IN 46052, (765) 483-4458.

☐ If adding a potential room or accessory structure, including a deck, One (1) copy of an approved drainage permit. Drainage Permits are available at The Boone County Surveyor, 116 W Washington St Rm 102, Lebanon, IN 46052, (765) 483-4444.

☐ **Site Plan**

- Two (2) copies of the Site Plan size **11" x 17" or smaller** if possible (see details below).

☐ **Construction Blueprints**

- Two (2) copies of Construction Blueprints, floor plans, and a complete cross-section of the proposed structure size **11" x 17" or smaller** if possible (see details below).

2. SUBMITTING YOUR APPLICATION

When you submit your application for a building permit, a staff person will follow the checklist above to ensure that you are submitting a complete application. This person WILL NOT do a detailed review of your submittal at this time, but will merely accept your information for review.

3. REVIEW PROCESS

Your application will need to be reviewed for two purposes: Structural Review and Site Plan Review. This generally takes approximately 7-10 business days.

- **Structural Review.** First, a Building Inspector will review your submittal to ensure that the structure meets the applicable building codes.
- **Site Plan Review.** Second, a Planner will review your submittal to ensure that the site plan complies with the applicable Zoning and Subdivision Control Ordinances. Any additional information or additional steps that need to be followed will be determined at this time.

4. PERMIT APPROVAL/DENIAL

After review, your application will be given to the Secretary who will immediately notify you by phone that...

- Your application was approved, was complete, the fee has been determined, and the time your permit can be picked up.
- Your application is denied because it failed Structural or Site Plan Review, additional information is required or other procedures must be taken prior to applying for a building permit.

5. FEE SCHEDULE

Accessory Structures, Attached and Detached Garages - \$0.10 per square foot of floor area, minimum \$100

Additions - \$55 base fee plus \$0.10 per sq ft of floor area

Interior Remodel - \$40 base fee plus \$0.10 per sq ft of floor area

Swimming Pools - \$175

Decks, Porches, Gazebos, Pergolas, etc. - \$50

Farm Buildings- \$50

6. DETAILS

- Site Plan. The plot plan does not need to be prepared by a professional, but must be dimensioned accurately and drawn to scale. The plan must contain the following items:
 1. A north point.
 2. The distance the proposed structure/addition is from all property lines and existing structures.
 3. Location and exact dimensions of all existing and proposed structures on the site including water well and septic system.
 4. All existing road rights-of-way, building lines, drainage and utility easements, Boone County legal drains, open ditches, federal flood hazard areas, private tile drains, and private lakes or ponds. No building or septic system may be placed closer than 75 feet to a Boone County legal drain without written permission of the Boone County Drainage Board.
 5. Location, size, and design of the proposed septic system including a drawing of the absorption field showing the length of absorption trench. Location and size of the proposed sub-surface drainage outlet to the property.
- Construction Blueprints, floor plans, and a complete cross-section of the proposed structure. These plans need to be drawn to scale, but do not have to be done by a professional.
 1. Indicate direction of floor/ceiling joist and rafters and size intended to be used.
 2. If applicable, the electrical layout showing location of GFIs and smoke alarms.
 3. Provide a front view, side view and cross- section of the structure.
- Energy Code Requirements
 1. See attached 2012 Energy Code requirements
 2. Must provide R-values (sticker)

Version Dated September 24, 2012

Boone County Area Plan Commission

116 Washington Street, Room 101

Lebanon, IN 46052

Phone (765) 482-3821 * Fax (765) 483-5241

www.boonecounty.in.gov

Residential Structure - Accessory, Addition, Remodel, Deck, Porches, Gazebos, Pergolas, Farm Building, Swimming Pool

For Office Use Only:

Permit #:	ILP#:
Permit Fee:	Zoning District:
Structure Review:	Zoning Review:

PROPERTY INFORMATION

Tax Parcel #			
Subdivision		Lot #	
Street Address:			
N S E W side of what road?		N S E W of intersection of what road?	
Lot size in acres			
Township	S	T	R

STRUCTURE INFORMATION

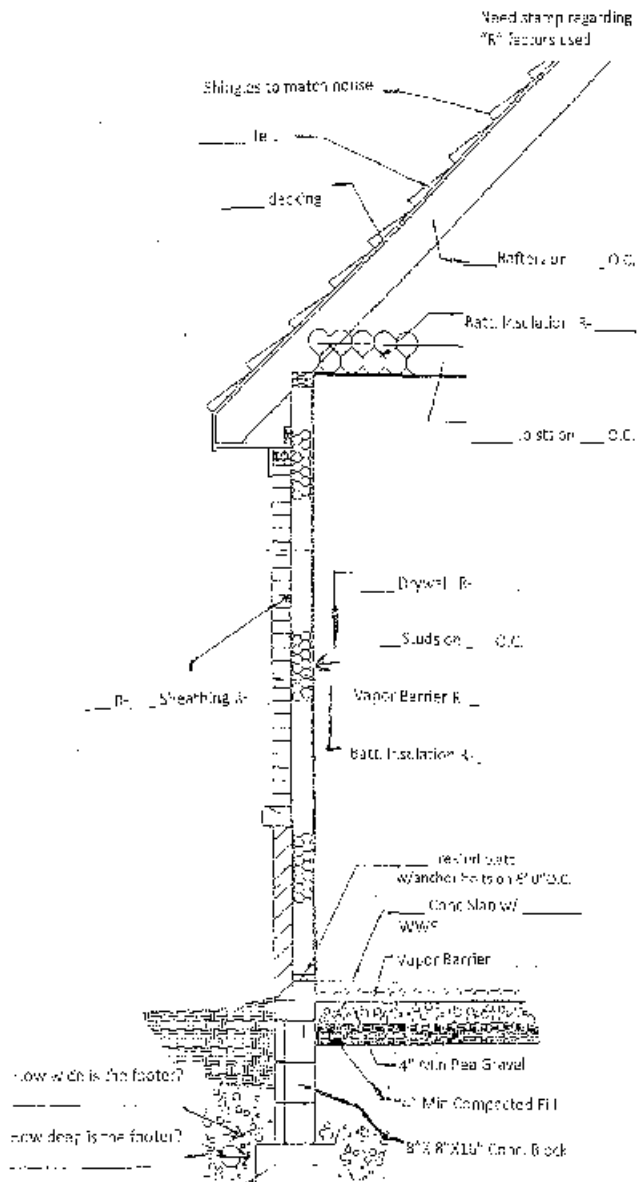
1. Type of structure: <input type="checkbox"/> remodel <input type="checkbox"/> addition <input type="checkbox"/> swimming pool <input type="checkbox"/> accessory structure <input type="checkbox"/> farm building <input type="checkbox"/> deck <input type="checkbox"/> porch, pergola, gazebo					
2. Estimated cost of construction:	\$	Electrical	\$	Plumbing	\$
				Heating/AC	\$
				Other	\$
				TOTAL	\$
3. Type of frame: <input type="checkbox"/> masonry <input type="checkbox"/> wood <input type="checkbox"/> steel <input type="checkbox"/> masonry					
4. Total square footage or total added square footage: _____ 5. Number of stories to be added : _____					
6. Number of bedrooms to be added: _____ 7. Number of bathrooms to be added: full _____ partial _____					
8. If addition, type of sewage disposal: <input type="checkbox"/> public or municipal sewer <input type="checkbox"/> septic, permit # _____					
9 Type of water supply: <input type="checkbox"/> public or municipal water <input type="checkbox"/> well, permit # _____					
10. Type of heating: <input type="checkbox"/> gas <input type="checkbox"/> oil <input type="checkbox"/> electric <input type="checkbox"/> other _____ <input type="checkbox"/> none					
11. Central Air Conditioning: <input type="checkbox"/> yes <input type="checkbox"/> no 12. Energy Code Plan: <input type="checkbox"/> Prescriptive <input type="checkbox"/> Total UA <input type="checkbox"/> Performance					
13. Height of primary structure _____ 14. Square Footage of primary structure _____					
15. Height of proposed accessory structure _____ 16. Square footage of Proposed accessory structure _____					

IDENTIFICATION

Owner:	Contractor:
Address:	Address:
City, State, Zip:	City, State, Zip:
Phone:	Phone:
Plumber's Name:	Plumbing Contractor License #:
Owner Email address:	Contractor Email address:

The owner of this building and the undersigned agree to conform to all applicable laws of Boone County and the State of Indiana.

Date: _____

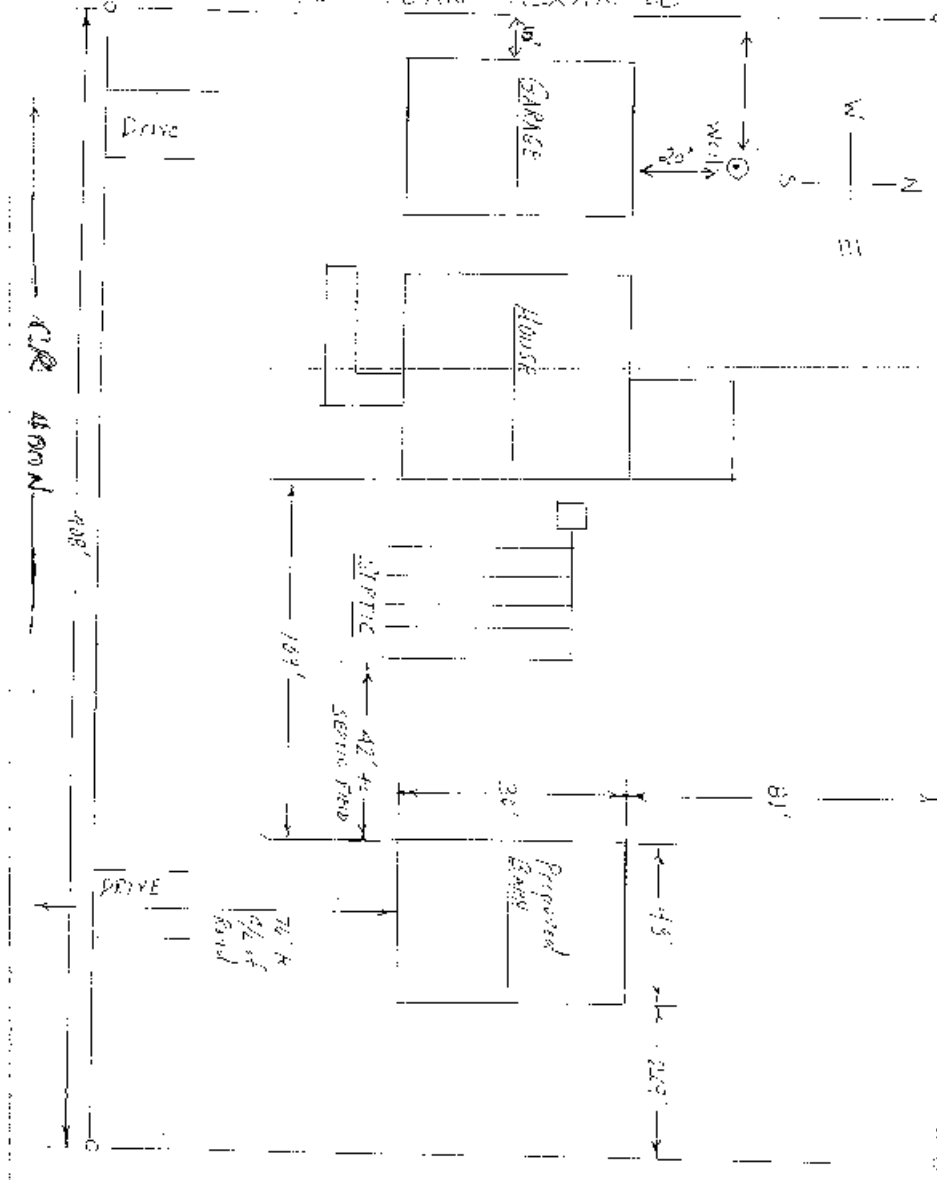


10/10/2009

The owner of this building and the undersigned agree to conform to all applicable laws of Boone County and the State of Indiana.

Date: _____

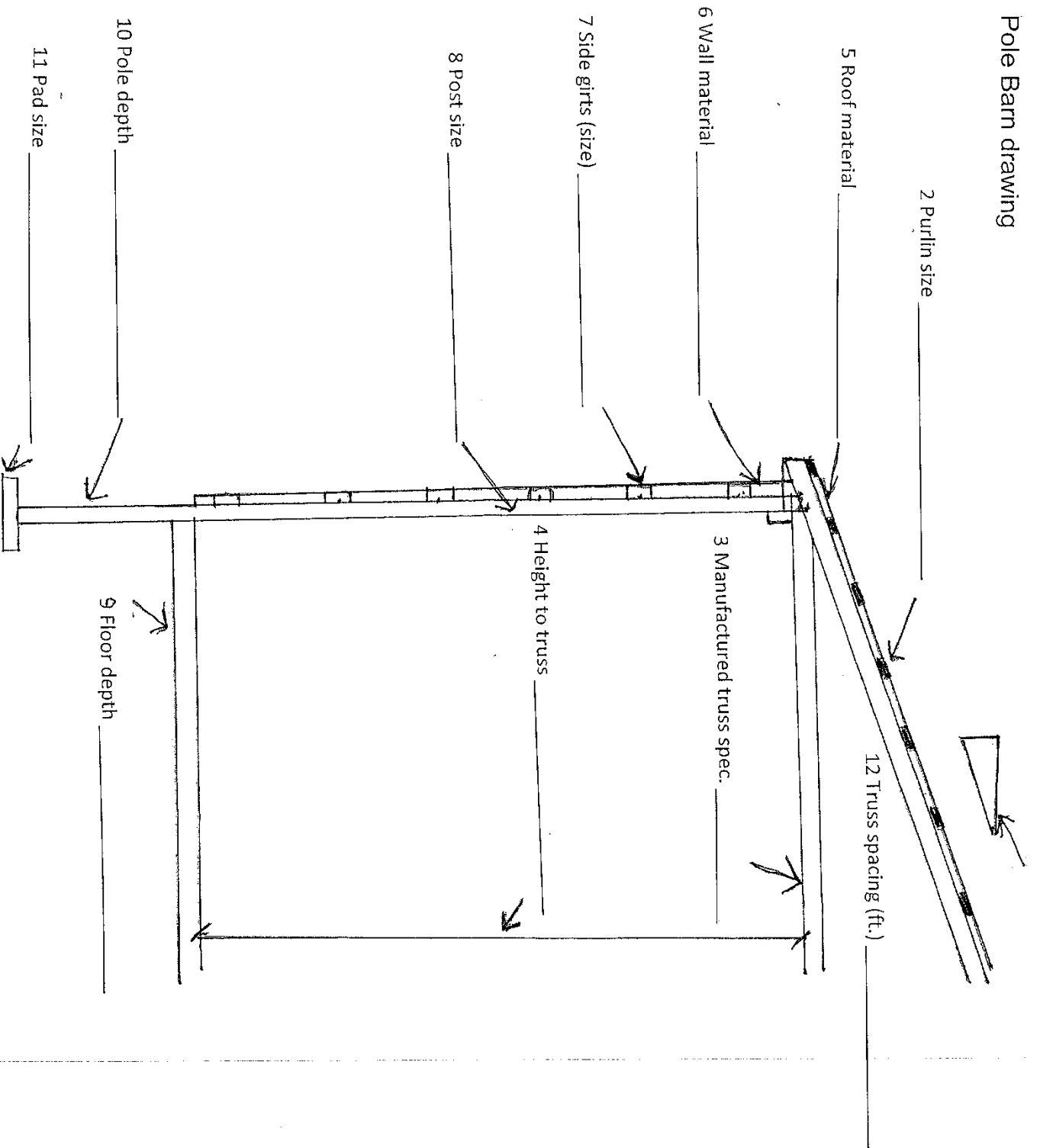
* SITE PLAN EXAMPLE



The owner of this building and the undersigned agree to conform to all applicable laws of Boone County and the State of Indiana.

Date: _____

Pole Barn drawing



The owner of this building and the undersigned agree to conform to all applicable laws of Boone County and the State of Indiana.

Date: _____