

Boone County Area Plan Commission

Residential Structure – Primary

APPLICATION PROCEDURES:

NOTICE ** NOTICE ** NOTICE

In order to be approved to construct a single family residence on a property which has AG (Agricultural) zoning, the applicant must apply for a special exception from the Board of Zoning Appeals. Applications for a special exception and the schedule showing the application deadline and the BZA meeting dates may be attained in this office.

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.

☐ Septic Permit/Sanitary Sewer Release and Well Permit/Water Service Approval. One (1) copy.

- Septic and Well Permits are available at the Boone County Health Department, 116 W Washington St Rm B201, Lebanon, IN 46052, (765) 483-4458
- Sanitary Sewer Release and Proof of Water Service is available from the applicable utility providers.

☐ Driveway Permit. One (1) copy. This is required for any new driveway proposed to outlet onto a Boone County Road, or State Highway. This is obtained from either:

- Boone County Highway Department, 1955 Indianapolis Avenue, Lebanon, IN 46052 (765) 482-4550.
- State Highway Department, P.O. Box 667, Crawfordsville, IN 46933 (765) 362-3700.

☐ Drainage Permit. One (1) copy.

- Drainage permits are available at The Boone County Surveyor, 116 W Washington St Rm 102, Lebanon, IN 46052, (765) 483-4444. A certified site plan will be required to attain the permit.

☐ Site Plan

- Two (2) copies of the Certified Plot 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 **24" x 36"**.

☐ Floodplain Check. Provide a copy of the Flood Insurance Rate Map (FIRM) for the subject property to ensure proper Floodplain Determinations are conducted by Staff, if applicable to your property.

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.
 - a. Structural Review. First, a Building Inspector will review your submittal to ensure that the structure meets the applicable building codes.
 - b. 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 procedures 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...
 - a. Your application was approved, was complete, the fee has been determined, and the time your permit can be picked up.
 - b. 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

Single Family	\$200 base fee plus \$.10 per square foot of floor area excluding garage, attic, crawl space, etc.
Two-Family Dwelling	\$200 per unit plus \$.10 per square foot of floor area excluding garage, attic, crawl space, etc.
Multi-Family Dwelling	\$225 per unit
Re-inspection	\$50 for each re-inspection. Fees will be collected at the time applicant picks up the Certificate of Occupancy.

6. DETAILS

- a. **Certified Plot Plan.** The plot plan must be certified (stamped and signed) by a land surveyor. The plan must contain the following items, which **cannot be hand-drawn** on the plan:
 - i. The Indiana registration and professional stamp of a registered land surveyor certifying the items shown on the plot plan. A written legal description of the subject property.
 - ii. A scale not to exceed 1"-100'. On large acreage parcels, the actual building site should be enlarged.
 - iii. A north point, drawing scale, and the date the plot plan was prepared by a land surveyor or civil engineer.
 - iv. Location and exact dimensions of all existing and proposed structures on the site including sanitary water, sanitary sewer, well with radius, and septic system
 - v. 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.
 - vi. 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.
 - vii. Location and size of the proposed sub-surface drainage outlet to the property.
 - viii. Direction of surface drainage flow on the site with at least 5 random elevation points shown at various locations on the parcel or a two-foot topographic contour map of the site.

- ix. Elevations:
 - 1. Existing elevations at the four corners of the property. In case of large parcels, at the four corners of the building site.
 - 2. Existing and proposed grade elevations at the four corners of the structure.
 - 3. Finished floor elevation of the structure.
 - 4. Invert elevations of the septic system absorption field and the subsurface drainage system.
 - 5. Invert elevation at the proposed sub-surface drainage outlet shall be provided if a field tile is to be utilized. A cross-section showing the top of bank elevation, elevation to the subsurface drainage tile, flow line and ditch bottom elevation if an open drain is to be used as the drainage outlet.
 - x. Legal description of any easement acquired in order to cross another owner's property in order to obtain a drainage outlet. A copy of the document verifying the drainage easement shall also be submitted.
 - xi. The property owner seeking septic system approval may be required to submit soil boring data, soil samples, excavate and underground drainage outlet for inspection, or provide an open excavation for visual inspection by the Boone County Sanitarian.
 - xii. **Building Setback Lines: It is the responsibility of the applicant to understand the accurate legal monuments for each individual property. The applicant or contractors will be responsible for physically affirming the ability to meet the setbacks set forth in the Zoning Ordinances of Boone County, Town of Whitestown and Town of Advance.**
- b. **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 24 x 36"
- i. Indicate direction of floor/ceiling joist and rafters and size intended to be used.
 - ii. Electrical layout showing location of GFIs and smoke alarms.
- c. **Energy Code Requirements.**
- i. **See attached 2012 Energy Code Requirements**
 - ii. **Must provide R-values (sticker)**
 - iii. **Energy Compliance Report must be submitted with permits.**

Residential - Primary Structure

For Office Use Only:

Permit #:	ILP#:
New Address:	
Ambulance:	Fire:
Permit Fee:	Zoning District: If AG Date of Bza Approval:
Structure Review:	Zoning Review:

PROPERTY INFORMATION

Tax Parcel #			
Floodplain Determination	Subdivision	Lot #	
N S E W side of what road?		N S E W of intersection of what road?	
Lot size in acres		Road frontage	
Township	S	T	R

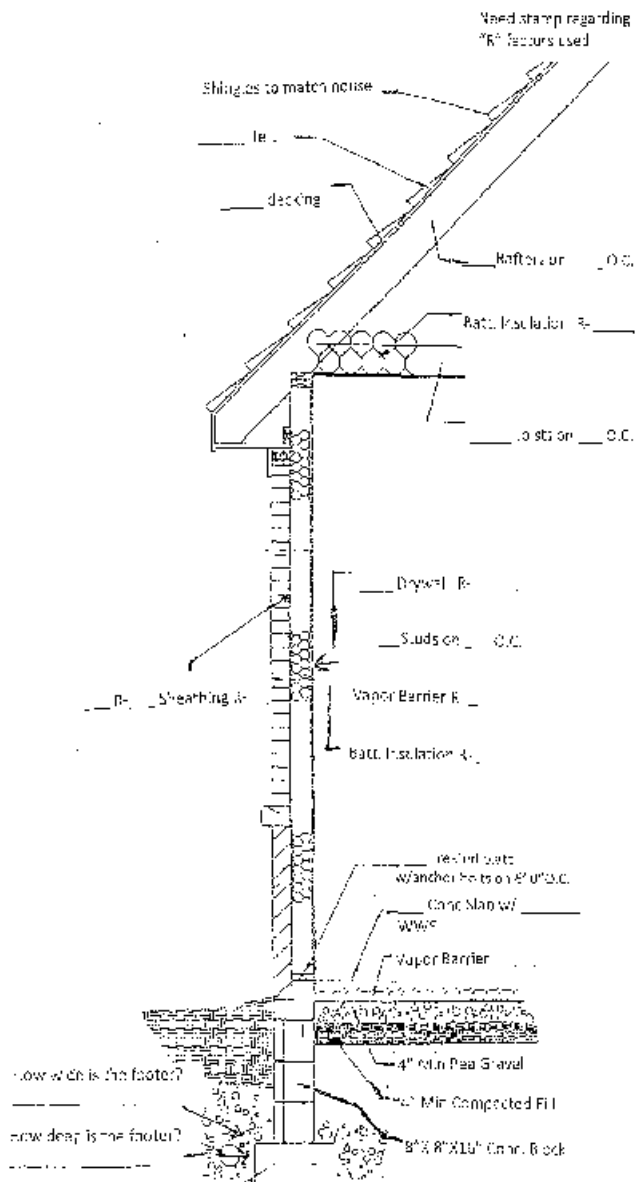
STRUCTURE INFORMATION

1. Type of structure: <input type="checkbox"/> single-family <input type="checkbox"/> multi-family with _____ units										
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										
4. Type of sewage disposal: <input type="checkbox"/> public or municipal sewer <input type="checkbox"/> septic, permit # _____										
5. Type of water supply: <input type="checkbox"/> public or municipal water <input type="checkbox"/> well, permit # _____										
6. Type of heating: <input type="checkbox"/> gas <input type="checkbox"/> oil <input type="checkbox"/> electric <input type="checkbox"/> other _____										
7. Central Air Conditioning: <input type="checkbox"/> yes <input type="checkbox"/> no										
8. Elevator: <input type="checkbox"/> yes <input type="checkbox"/> no 9. Energy Code Plan: <input type="checkbox"/> Prescriptive <input type="checkbox"/> Total UA <input type="checkbox"/> Performance										
10. Number of stories above ground floor: _____ Basement: <input type="checkbox"/> yes <input type="checkbox"/> no										
11. Approximate square footage of living area including basement: _____										
12. Number of bedrooms: _____										
13. Number of bathrooms: full _____ partial _____										

IDENTIFICATION

Owner:	Contractor:
Address:	Address:
City, State, Zip:	City, State, Zip:
Phone:	Phone:
Plumber's Name:	Plumbing Contractor License #:
	Plumbing installed per which code:
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 _____



10/10/2003