

Temporary Construction Trailer

APPLICATION PROCEDURES:

Mobile homes, trailers, or vans may be utilized as contractor's offices, watchman's shelters, or tool and equipment storage on the project site only during the period of construction. Such structures require a building permit prior to being placed on site.

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.

Site Plan

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

Floor Plans

- Two (2) copies of floor plans for 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

The fee for this permit is \$100.

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.
- Floor plans, or 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.

7. REGULATIONS

Mobile homes used for the above stated purposes shall remain on their wheels and shall not be placed on a permanent foundation.

- 8. INSPECTIONS.** Temporary construction trailers require temporary electric inspection prior to the electricity being turned on. An appointment for this inspection must be made at least 48 hours in advance by calling (765) 482-3821.

Version Dated January 1, 2004

Boone County Area Plan Commission

116 Washington Street, Room 101

Lebanon, IN 46052

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

www.bccn.boone.in.us/apc

Temporary Construction Trailer

For Office Use Only:

Permit #:	ILP#:
Permit Fee: \$100.00	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

REASON FOR TEMPORARY CONSRUCTION TRAILER

IDENTIFICATION

Owner:	Contractor:
Address:	Address:
City, State, Zip:	City, State, Zip:
Phone:	Phone:
Owner Email address:	Contractor Email address:

I hereby certify that all information in this application and its supplements is true and correct.

If this mobile home is placed on a site for construction purposes, I will remove the mobile home from the property upon completion of the construction.

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

Date: _____