

Residential Building Permit Application Packet



Single/Two-Family Residential Building

This application packet is for Residential building permits (location improvement permits), including:

- **New Home** - includes new single-family dwellings, two-family dwellings, accessory dwellings, and the placement of a manufactured home.
- **Accessory Structure** - including barns, pole barns, decks, garages, carports, enclosed patios, bath houses, gazebos, shelter houses, cabanas, greenhouses, accessory solar/wind/wireless structures, storage sheds, stables, signs, temporary storage containers. (This also includes any structures not listed that are greater than 50 square feet in area.)
- **Addition** - includes additions to existing single-family and two-family homes as well as accessory structures.
- **Fence** - includes the placement or replacement of fences taller than six (6) foot. Fences under six (6) feet do not require a permit.
- **Swimming Pools** - in-ground pools and above-ground pools.

STEP 1: Submittal

If you have any questions about the permit process, the application, or what to submit, please feel free to contact the APC Office at (765) 482-3821. Applications and supporting documents must be submitted electronically to aelliott@co.boone.in.us and kbritton@co.boone.in.us. *Hard copy submittals may also be accepted however digital construction plans are required in addition to the hard copy.*

STEP 2: Submittal Checklist

	*New Home or Accessory Dwelling	Addition	Accessory Structure	Swimming Pool	Fence
1. Application Form	✓	✓	✓	✓	✓
2. Inspection Estimate Form	✓	✓	✓	✓	✓
3. Site Plan	✓	✓	✓	✓	✓
4. Construction Plans including HVAC, Plumbing, and Electrical Layout	✓	✓	✓	✓	✓
5. Energy Efficiency Certificate (electrical, mechanical, interior lighting, and power)	✓	✓			
6. Septic and Well Permit or Sanitary Sewer and Water Release	✓	✓	✓		
7. Driveway Permit	✓	✓	✓		
8. Drainage Permit	✓	✓	✓	✓	
9. Deed	✓	✓	✓	✓	✓
Attachment A: Consent of Property Owner (if applicable)	✓	✓	✓	✓	✓

*Per the Zoning Ordinance, single-family homes outside of a platted subdivision are considered a “restricted use” in the Agriculture (AG) Zoning District. You will need to submit an application for “Review of Residential in AG” before applying for a building permit.

Submittal Details

If materials are submitted electronically, they must be in the format shown. If items on the checklist are sent in separate PDFs, they must include a file name that corresponds to the checklist item. Image files will not be accepted (jpg, tiff, etc.). (For example: 01 Application.pdf; 03 Site Plan.pdf; 02 Narrative.pdf; etc.).

If you have any questions about the application or what to submit, please feel free to contact the APC Office at (765) 482-3821.

1. **Application Form:** Fill out all applicable fields completely and the form must be signed by the applicant(s). The 10-digit county identification Parcel Number (Do not use the State ID) is required on ALL permit applications and can be found on the Boone County GIS website at: [Boone County GIS Map Viewer](#). You can do a search by address or zoom in on the parcel and obtain the detailed information.
2. **Inspection Estimate Form:** Indicate the estimated quantity of each inspection that will be needed for the project. Additional inspections will be charged the respective rate. Such fees will be collected prior to a subsequent inspection, final inspection, or the issuance of a Certificate of Occupancy at the discretion of the Building Inspector.
3. **Site Plan:** A copy of the site plan drawn to scale and dimensioned, showing exactly where the proposed structure is to be located. For a new structure or addition to an existing structure, the site plan must be prepared by a registered professional surveyor and will need to show sewage/water connections, drainage, and spot elevations. In addition, Development Plan approval from the APC is required prior to issuance of a building permit.
4. **Construction Plans:** Building plans drawn to scale including HVAC, plumbing, and electrical layouts.
5. **Energy Efficiency Certificate:** This is an energy code compliance report that helps ensure structures meet the requirements of the energy efficiency building codes.
6. **Sewage and Water Permits:** As applicable
 - Septic and Well Permits are obtained from the Boone County Health Department, 116 W Washington St, Room B201, Lebanon, IN 46052, (765) 483-4458.
 - Sewer Release and Proof of Water Service is available from the applicable utility providers for your area.
7. **Driveway Permit:** A driveway permit is required for new driveways and changes to a site with an existing driveway (changes include redevelopment, all new construction, adding additional structures, etc.)
 - Boone County Highway Department, 1955 Indianapolis Rd, Lebanon, IN 46052, (765) 482-4550.
 - INDOT (765) 362-3700.
8. **Drainage Permit:** A drainage permit is required from the Boone County Surveyor, 116 W Washington St, Room 102, Lebanon, IN 46052, (765) 483-4444.
9. **Deed:** A copy of the recorded deed for the property with the Recorder's Stamp, available from the Boone County Recorder's Office, 202 Courthouse Square, Lebanon, IN 46052, (765) 482-3070.
10. **Attachments A:** Complete necessary attachment as applicable.

STEP 3: Completing the Filing Application.

You will receive an email confirmation when the APC office has completed the submittal review and you are ready to complete the filing of this application. This email will include instructions for making an appointment to complete the filing and pay the application fee. Questions about completing the filing of the application can be directed to the Administrative Assistant at (765) 482-3821 or aelliott@co.boone.in.us.

Permit Fees will be calculated for the review time and the required inspections for the work being done. After your application is reviewed, you will receive a fee calculation worksheet that itemizes how the permit fee was derived.

Fees are not paid until the permit has been issued and is ready for pick up.

Failed Inspections or Multiple Inspections will be assessed a re-inspection fee and must be paid prior to scheduling a subsequent inspection or the issuance of the Certificate of Occupancy at the discretion of the Building Inspector.

At this time our office can only accept payment by cash or checks made out to the "Boone County Treasurer". Our office will NEVER request payment by wire transfer.

Questions about inspections or code requirements can be directed to the APC Office at (765) 482-3821.

Permit Fees

Standard Permit Fees		
Base Fee	Applies to all permits. Base fee includes up to 2 hours of structural plan review as well as file processing, scheduling inspections, and other administrative time.	\$160
Structural Plan Review	Applies to all permits requiring review of structural plans (billed in 15-min increments).	\$45/hour
Site Plan review	Applies to all permits requiring review of a site plan and Ordinance compliance (billed in 15-min increments).	\$150/hour
Inspections	Temporary Electric	\$45
	Footing	\$45
	Under Slab	\$45
	Foundation	\$45
	Rough-in Full (HVAC, plumbing, electric, framing)	\$90
	Rough-in Single Trade	\$45
	Insulation and Energy Efficiency	\$70
	Final	\$45
	Final requiring Certificate of Occupancy	\$90
Specialty Permit Fees		
Temporary Mobile Home	First two years	\$155
	Each additional year	\$300
Fence		\$50
Roof Upgrade		\$50
Fines and Reinspection Fees		
Reinspection Fees and Additional Inspections	The cost of the applicable inspection will be assessed for re-inspections and when additional unanticipated inspections are required. Fees must be paid prior to receiving the Certificate of Occupancy or before the inspector will be dispatched to perform the reinspection, whichever is applicable.	
Starting Work Without a Permit	If work begins without a permit, the permit fee will be double.	
Construction Error Requiring Variance	When construction occurred that did not meet the approved Building Permit. The fine is 5X the initial Building Permit fee in addition to the cost of the Variance.	

Residential Building Permit Application



This application is being submitted for (check all that apply):

- | | | |
|---|--|--|
| ☐ New Single-Family Home | ☐ Addition | ☐ Fence |
| ☐ Accessory Dwelling | ☐ Accessory Structure | ☐ Temporary Mobile Home |
| ☐ New Two-Family Home | ☐ Swimming Pool | |
| ☐ Other: _____ | | |

Permit File #:	New Address:	Structure Review:	Add structure review time:
Permit / ILP #:	Zoning Classification:	Zoning/Plan Review:	ED Review Time:

Owner Information

Name of owner:	
Address of owner (street, city, state, zip):	
Contact person for the permit:	
Owner phone:	Owner email:

Contractor and Contact Information

Name of contractor and Contact:	
Address of contractor (street, city, state, zip):	
Plumbing contractor name and state license number:	
Contractor phone:	Contractor email:

Site Information

Address or approximate location of site (street, city, state, zip):		
Subdivision:	Lot #:	Lot Size:
10-digit County Parcel number:		Township:
TOTAL structure area or area of work (sq. ft.):		Approximate total construction cost:
Basement: ☐ Yes ☐ No	Number of bathrooms: _____ Full _____ Half	Number of Bedrooms:
Number of Stories Above Ground Floor:	Height of Primary Structure:	Height of Proposed Structure:
Type of Framing: ☐ masonry ☐ wood ☐ steel	Elevator: ☐ Yes ☐ No	Energy Code: ☐ Prescriptive ☐ Total UA ☐ Performance

The undersigned represents that such work shall start within 90 days and will be completed without delay; that said improvements will be finished in a good workmanlike manner. Should said work not start in good faith within 90 days, the undersigned understands this application will be void and of no force or effect whatever. The above information, to my knowledge and belief, is true and correct:

Signature of Applicant: _____

Attachment A: Consent of Property Owner

Complete and submit ONLY if the applicant is different from property owner.

I (we)

NAME(S)

After being first duly sworn, depose and say:

- That I/we are the owner(s) of the real estate located at I (we)

ADDRESS

- That I/we have read and examined the Application and are familiar with its contents.
- That I/we have no objection to, and consent to such request as set forth in the application.
- That such request being made by the applicant (____is) (____is not) a condition to the sale or lease of the above referenced property.

(AFFIANT)

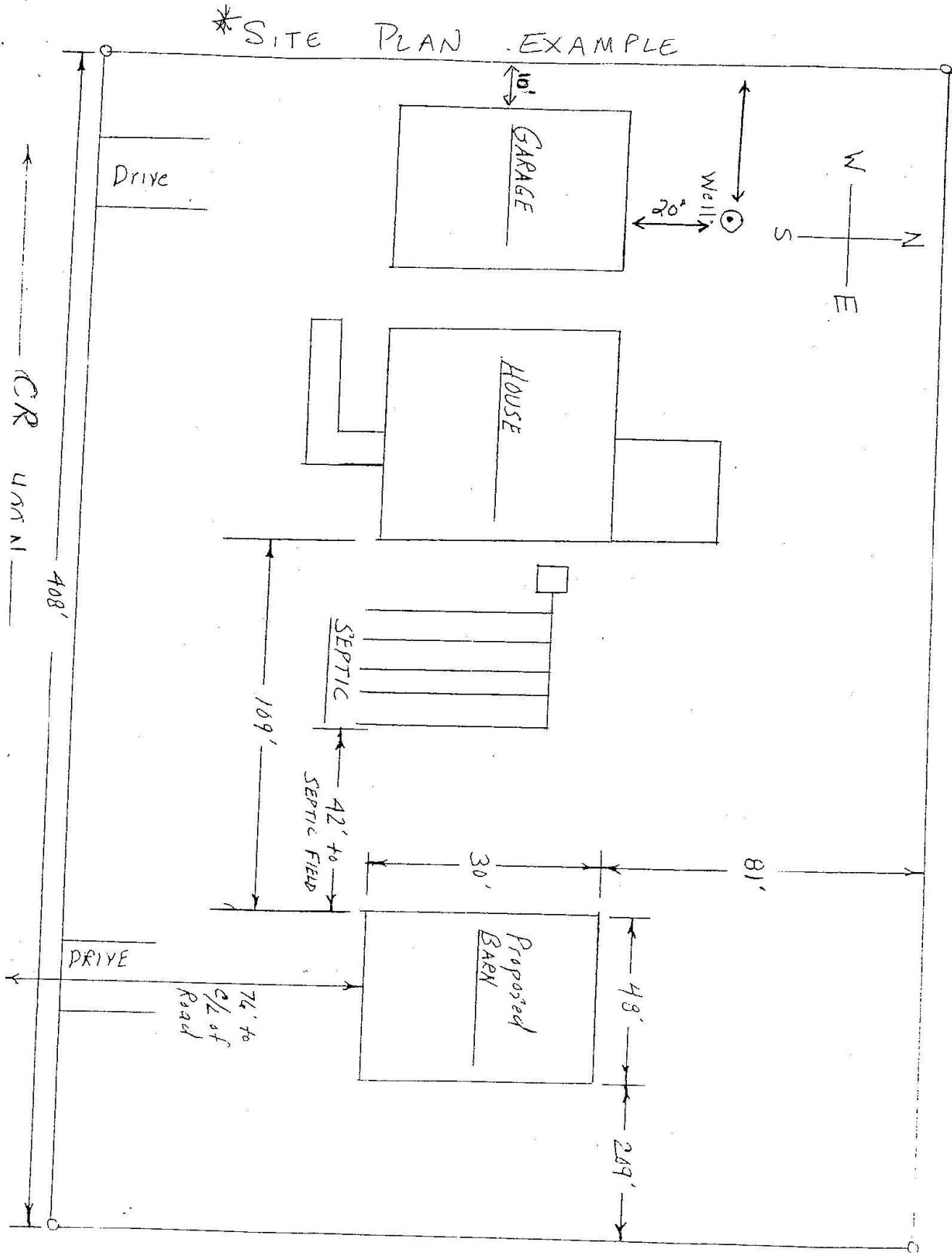
[illegible]

Subscribed and sworn to before me this _____ day of _____, _____.

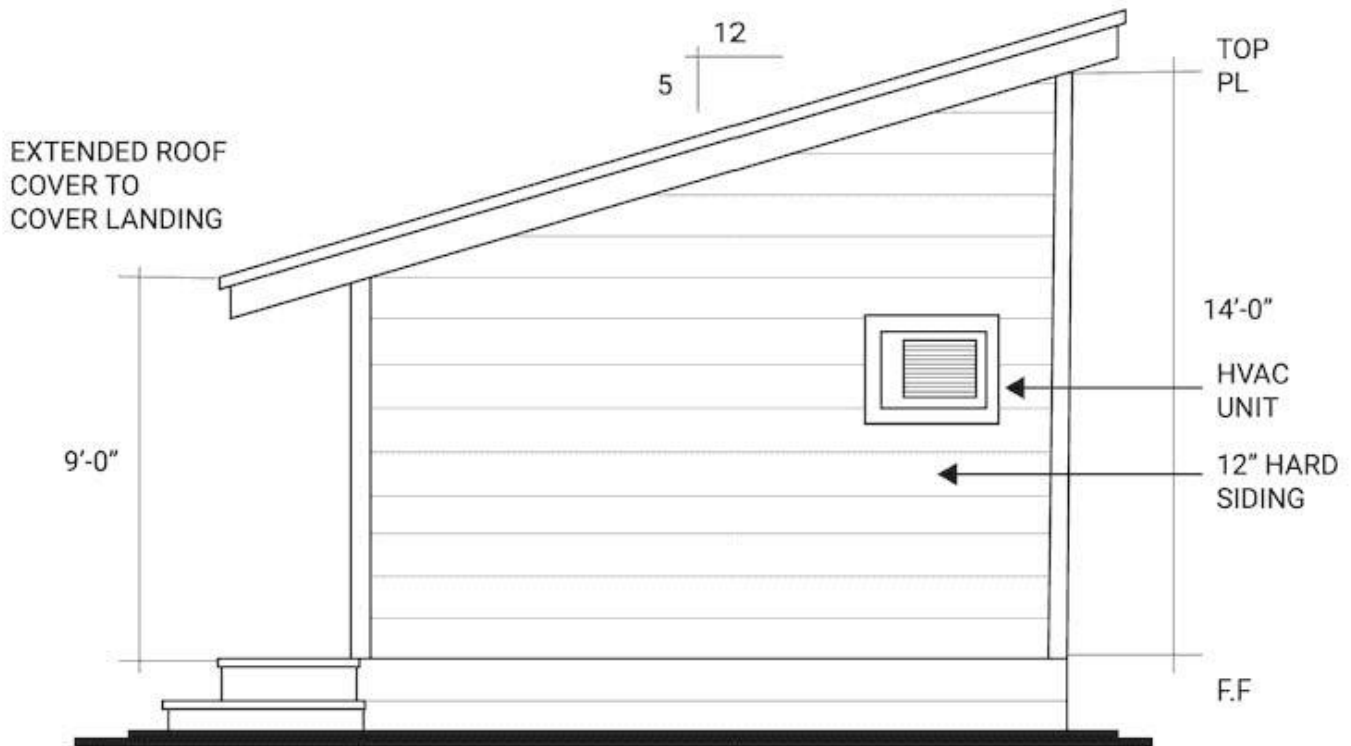
, Notary Public

My Commission expires: _____ County of Residence: _____

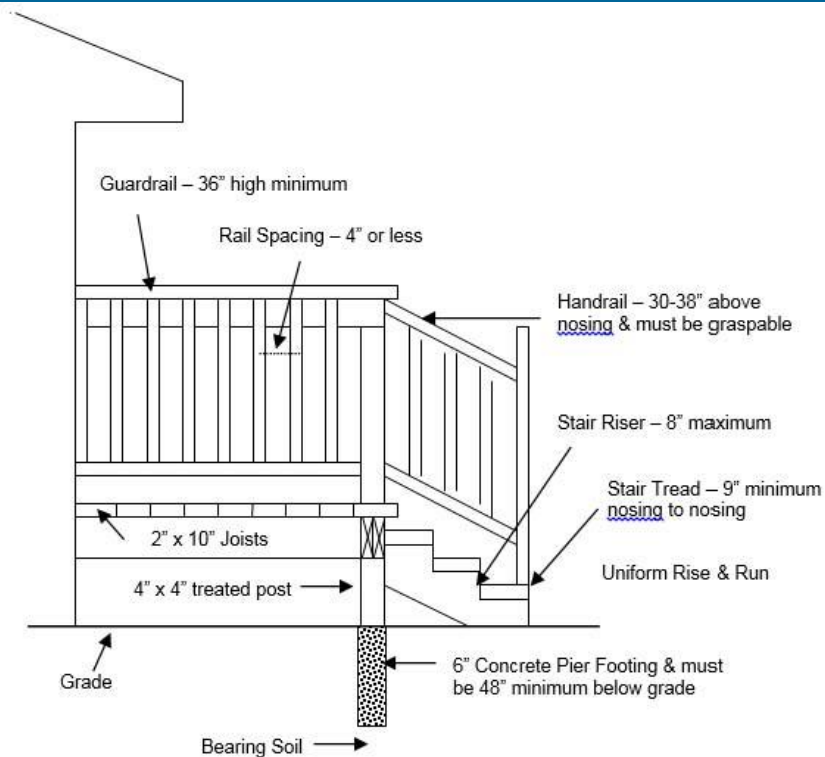
Sample Site Plan



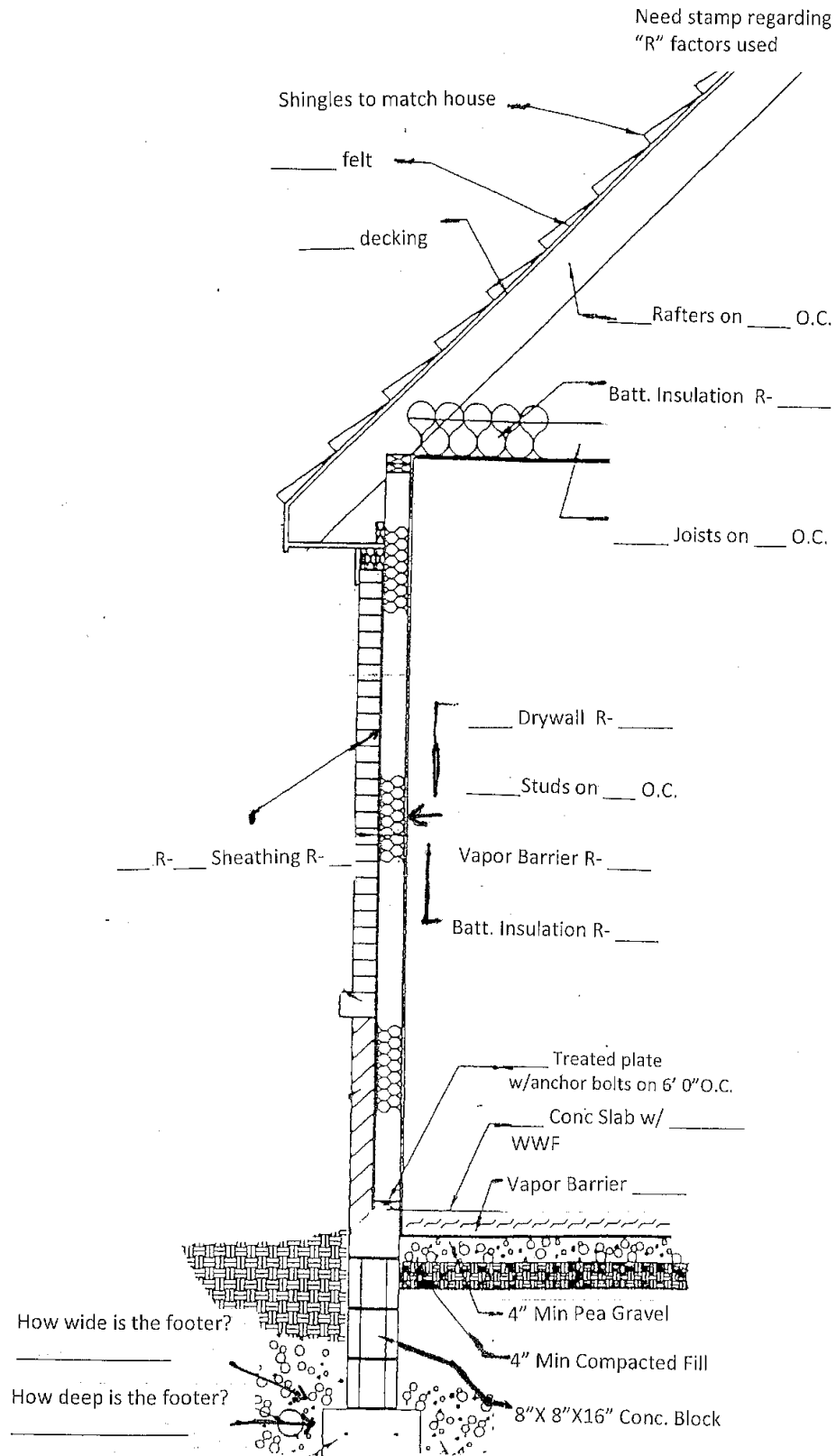
Sample Elevation Drawing



Sample Cross-section Drawings (decks and sheds)



Sample Cross-section Drawing (full foundation)



Revised April 2012

Sample Cross-section Drawing (post frame foundation)

