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. Site Plan	✓	✓	✓	✓	✓
3. Construction Plans including HVAC, Plumbing, and Electrical Layout	✓	✓	✓	✓	✓
4. Energy Efficiency Certificate (electrical, mechanical, interior lighting, and power)	✓	✓			
5. Septic and Well Permit or Sanitary Sewer and Water Release	✓	✓	✓		
6. Driveway Permit	✓	✓	✓		
7. Drainage Permit	✓	✓	✓	✓	
8. 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. **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.
3. **Construction Plans:** Building plans drawn to scale including HVAC, plumbing, and electrical layouts.
4. **Energy Efficiency Certificate:** This is an energy code compliance report that helps ensure structures meet the requirements of the energy efficiency building codes.
5. **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.
6. **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.
7. **Drainage Permit:** A drainage permit is required from the Boone County Surveyor, 116 W Washington St, Room 102, Lebanon, IN 46052, (765) 483-4444.
8. **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.
9. **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
- ☐ Accessory Dwelling
- ☐ New Two-Family Home
- ☐ Other: _____
- ☐ Addition
- ☐ Accessory Structure
- ☐ Swimming Pool
- ☐ Fence
- ☐ Temporary Mobile Home

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)

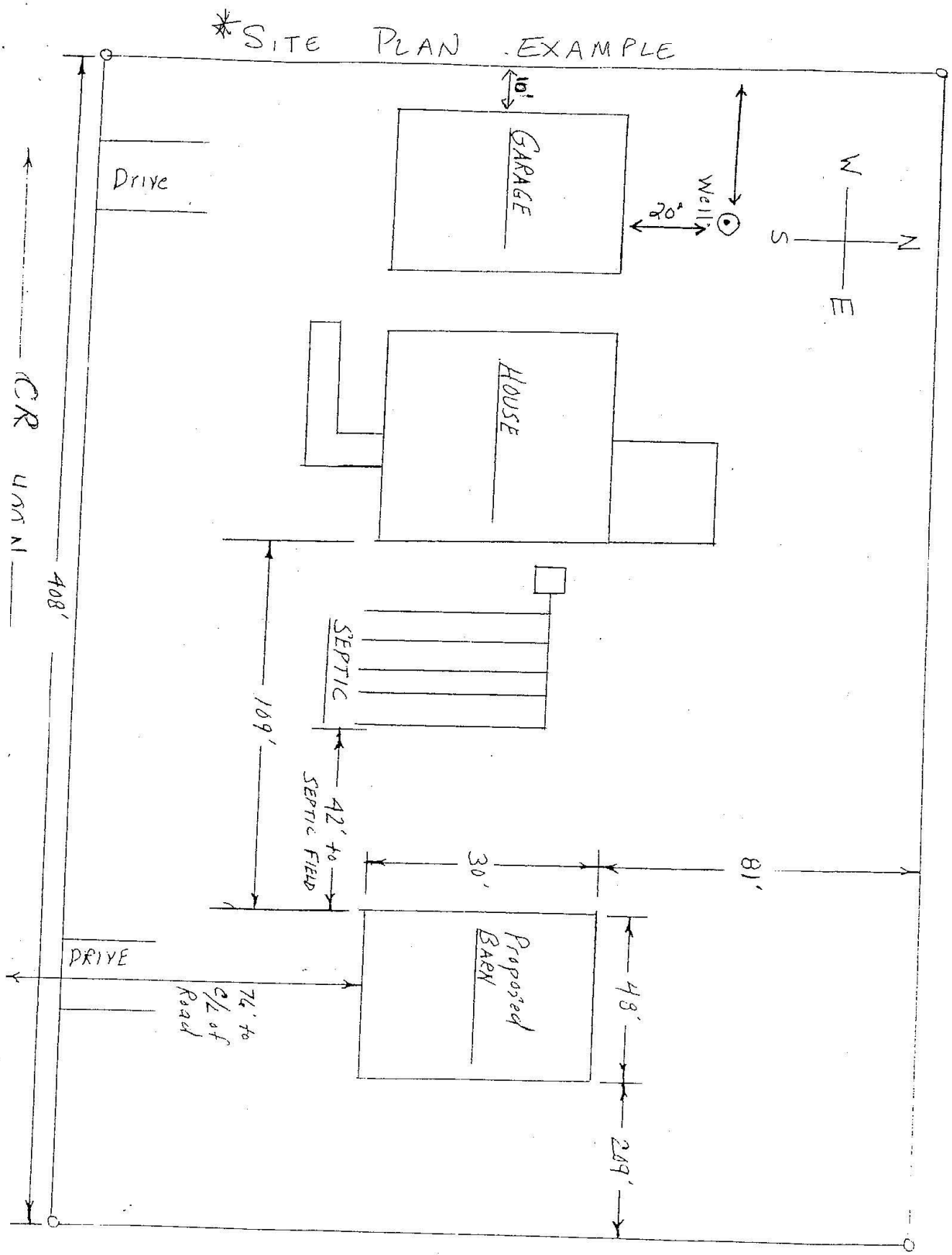
STATE OF INDIANA)
) SS:
COUNTY OF _____)

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

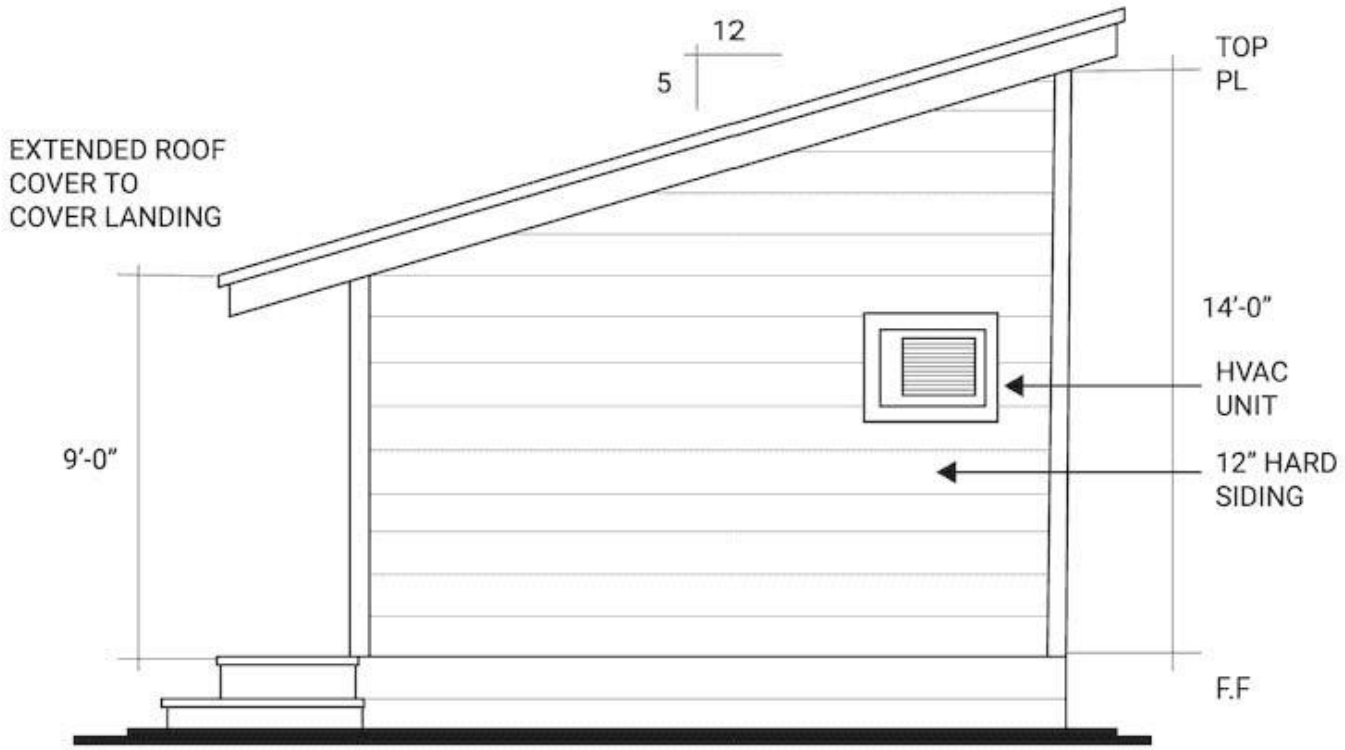
_____
, Notary Public

My Commission expires: _____ County of Residence: _____

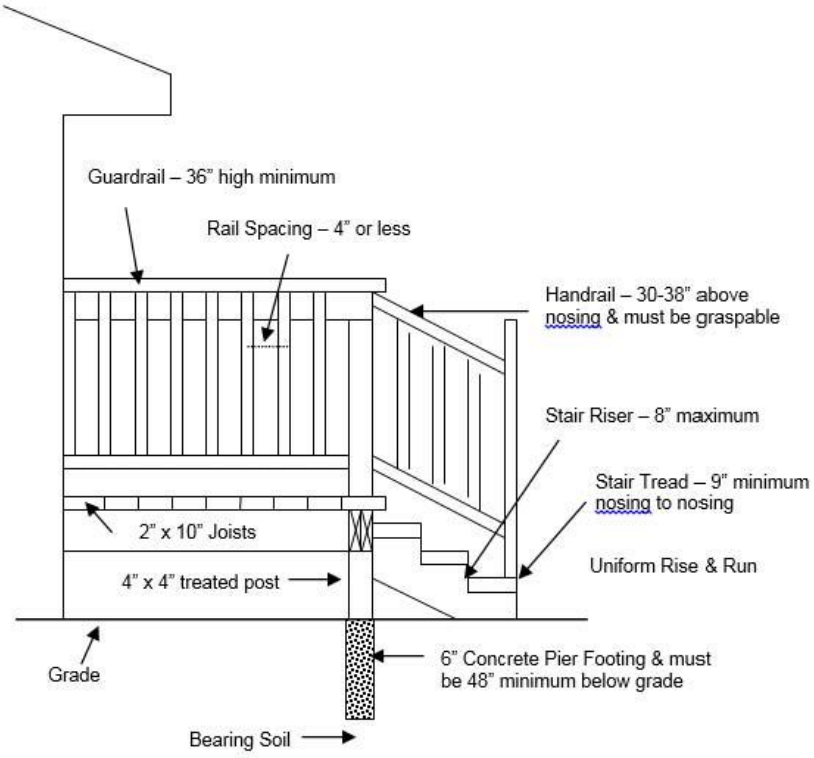
Sample Site Plan



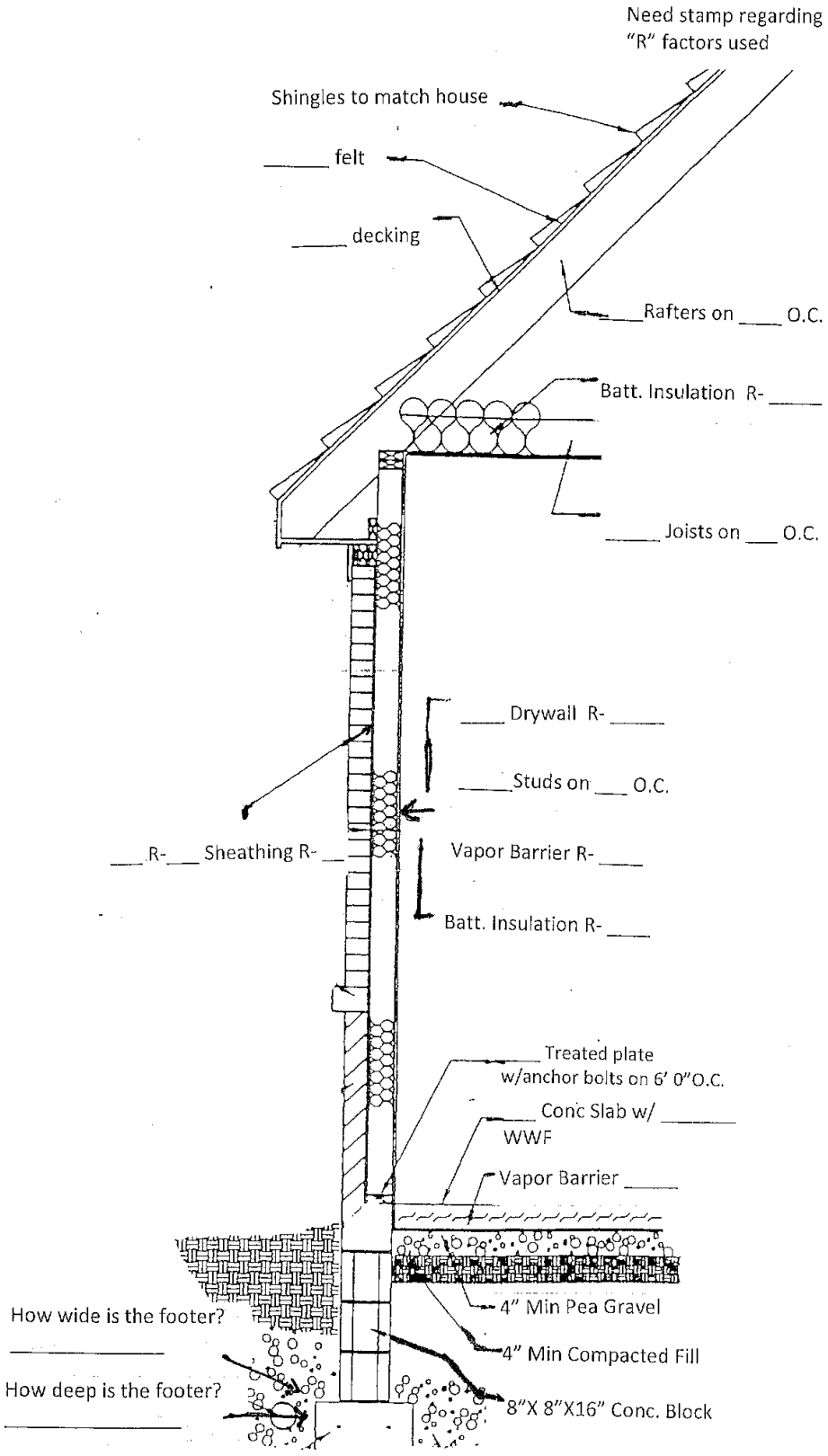
Sample Elevation Drawing



Sample Cross-section Drawings (decks and sheds)

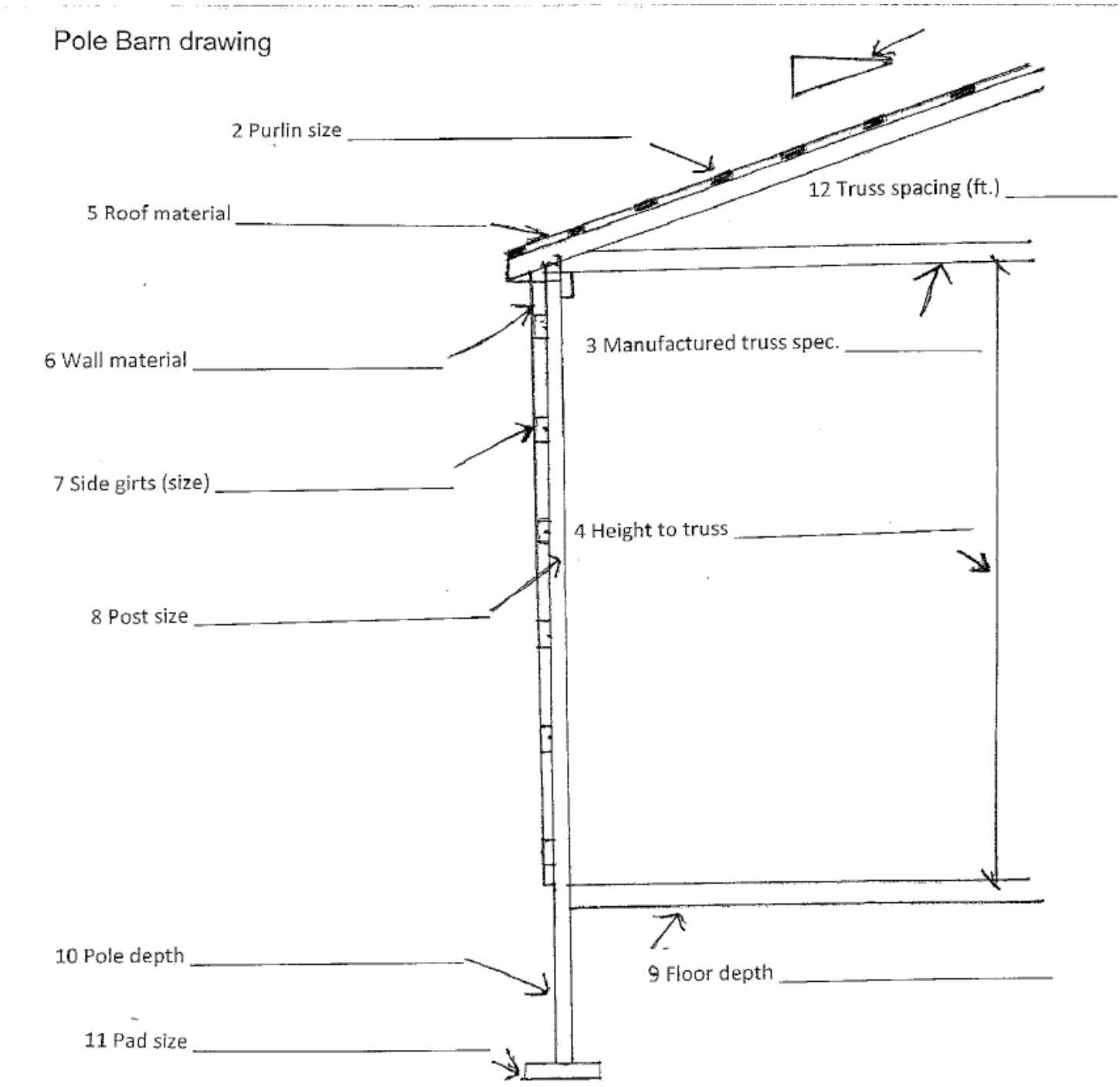


Sample Cross-section Drawing (full foundation)



Revised April 2012

Sample Cross-section Drawing (post frame foundation)



BOONE COUNTY AREA PLAN COMMISSION

116 West Washington Street – RM 101, Lebanon, IN 46052
Phone: 765-482-3821
Fax: 765-483-5241

2020 Energy Code

This code affects all homes permitted after January 1, 2020. The builder must choose the Prescriptive, Total UA or Performance Method of compliance. In addition to establishing compliance through one of those methods, the following items below MUST be completed for ALL paths and black items completed for Prescriptive and Total UA paths only. This information is based on interpretations provided by the State of Indiana as of December 26, 2019, and this information is subject to change until Indian supplies written interpretation.

Main Mandatory Requirements

- All insulation materials must be marked with R-Value or installer must post a certificate listing all insulation values in conspicuous location on job site---also, one thickness marker in attic for every 300sf.

- The builder or design professional must complete a certificate that lists the predominant R-Values of insulation for ceilings, walls, foundation, ductwork, U-factors for windows and efficiency levels of HVAC and water heating equipment. This certificate must be attached to the electric panel.

- Attic hatches from air conditioned to unconditioned spaces must be weather stripped and insulated to a level equivalent to the surrounding area. A "dam" equivalent must prevent attic insulation from spilling into living space.

- Air Leakage – The building thermal envelope shall be sealed to limit infiltration (see air sealing checklist). The checklist must be field verified by an approved party OR a blower door test can be performed after construction and must demonstrate the air leakage rate is below 7 ACH @ 50pa.

- All ducts, air handlers and filter boxes must be sealed. The duct tightness must be verified with a duct-blaster test. *Not required if all ducts and air handler are located within the conditioned space.

- Supply ducts located in the attic must be insulated to R-8. All other ducts must be insulated to R-6 (Note: Supply ducts insulated to R-6 if using the Performance Path)
  Exceptions: Ducts within conditioned space

BOONE COUNTY AREA PLAN COMMISSION

116 West Washington Street – RM 101, Lebanon, IN 46052
Phone: 765-482-3821
Fax: 765-483-5241

January 1, 2020

Attention Builders and Remodelers:

We would like to inform and remind you that the 2020 Indiana Energy Code has been adopted and went into effect on December 26, 2019. We are putting it into effect now for all applications permitted after January 1, 2020.

There are three methods of compliance to choose from. You will be required to choose which type of compliance method at the time of permit application:

-Prescriptive (most restrictive)
-Total UA (allows building envelope trade-offs)
-Performance (most flexible-considers heating, cooling, and water heating costs only)

The state requires a design professional or builder to complete a Certificate of Compliance (see enclosed sample). This must be attached to the front of the electrical panel and is to be furnished by the builder or third-party agency.

Additionally, prior to the final inspection, builders are required to provide a 2020 Energy Code Certification with the permit placard. This certification includes building features, method used, and name of organization, signature, and date. (See enclosed example).

Please take a moment to review the enclosed information regarding the adoptions of the state code. Keep in mind that portions of this code could be amended at the state level, so any changes to this code will take place at the time those amendments are adopted.

To stay informed on any code changes, please visit .in.gov/. Also, as many of you know, there are multiple education opportunities with IBA, BAGI or NAHB. These classes will continue to take place this spring/summer.

To retain a copy of the current Chapter 11:2020 Indiana Energy Efficiency Code, please visit the website below:
2018 IECC with Amendments effective 12/26/2019

We understand this will be an adjustment for all of us. In the future, it may be necessary to amend these procedures after these changes are in effect. If you have any questions, please do not hesitate to contact our office at 765-482-3821.

Regards,
Boone County Area Plan Commission

- New wood burning MASONRY fireplaces must have gasketed doors and outdoor combustion air.
- All recessed lights must be IC-rated, and the housing must be sealed with gasket or caulk to the drywall.
- At least one thermostat shall be installed that can be programmed. Heat pumps having supplementary electric-resistance heat shall have controls that, except during defrost, prevent supplemental heat operation when the heat pump compressor can meet the heating load.
- Building cavities may not be used as supply ducts (returns ok—for now).
- Mechanical system piping capable of carrying fluids above 105 F or below 55 F shall be insulated to at least R-3. Also, all circulating hot water system piping shall be insulated to at least R-2 and shall include a switch that can turn off the hot water pump when the system is not in use.
- HVAC equipment must be sized according to ACCA Manual J eighth edition.
- Snow Melt Controls – Snow and ice melting systems, supplied through energy service to building, shall include automatic controls capable of shutting off the system when the pavement temperature is above 50 F and no precipitation is falling and an automatic or manual control that will allow shutoff when the outdoor temperature is above 40 F.
- Pools – Pool heaters shall be equipped with a readily accessible on-off switch to allow shutting off the heater without adjusting the thermostat setting.
- Pool heaters fired by natural gas shall not have continuously burning pilot lights. Time switches that can automatically turn off and on heaters and pumps according to a preset schedule shall be installed on swimming pool heaters and pumps.
- Heated pools shall be equipped with a vapor-retardant pool cover on or at the water surface. Pools heated to more than 90 F shall have a pool cover with a minimum insulation value of R-12.
- Lighting – A minimum of 50 percent of the lamps in permanently installed lighting fixtures shall be high-efficacy lamps.
- All of Boone County is Climate Zone 5.

2020 Indiana Energy Code

CODE MEASURE:	Prescriptive Path	Total UA Path	Performance Path
1101.3 - Materials, systems and equipment shall be identified to allow determination of compliance	X	X	X
1101.4 - Insulation identifed with R-value marked on product	X	X	X
1101.4.1 - Rulers, with R-value identified, every 300 sf in attic	X	X	X
1101.4.2 - Install insulation so R-value mark is readily observable	X	X	X
1101.5 - Fentestration products shall bear a label and certification (NFRCC100)	X	X	X
1101.6 - R-value determined in accordance with the 16 CFR 460	X	X	X
1101.7 - All materials, systems and equipment installed in accordance with manufacturers instruction. Also, exposed foundation insulation shall be protected	X	X	X
1101.8 - A permanent certificate must be posted on or in the electrical panel, listing the R-value of all insulation, fenestration u-factors, equipment efficiencies	X	X	X
1102.1 - Thermal envelope shall meet requirements of Table N1101.2	X		
1102.1.1 - R-value computation method	X	X	
1102.1.2 - U-factor alternative Table can be used	X	X	
1102.1.3 - Total UA Alternative Compliance		X	
1102.2.1 and 1102.2.2 - Attic Insulation R-value allowances	X		
1102.2.3 - Access hatches and doors weatherstripped and insulated	X	X	X
1102.2.4 and 1102.2.5 - Mass Wall and Steel frame requirements	X	X	
1102.2.6 - Floor insulation installed so permanent contact with subfloor decking	X	X	X
1102.2.7 - Conditioned basement walls FULLY insulated top to bottom	X	X	
1102.2.8 - Slab insulation according to Table N1102.1	X	X	
1102.2.9 - Crawl Space Walls insulating floors vs. walls	X	X	
1102.2.10 - Insulation not required on horizontal masonry support	X	X	X
1102.2.11 - Sunroom insulation requirements	X	X	
1102.3 - Fenestation requirements	X	X	
1102.4 - Air Leakage Requirements (1102.4.1 - 1102.4.5) This includes blower door testing (or air leakage checklist review), masonry fireplace requirements, Fenestration Air Leakage Section and IC Rated Can lights	X	X	X
1102.5 - Fenestration Trade-offs	X	X	
1103.1.1 - Programmable thermostat installed	X	X	
1103.1.2 - Heat pump controls to prevent unnecessary supplemental heat operation	X	X	
1103.2.1 - Supply ducts in attic R-8; all other R-6 outside conditioned space*	X	X	*
1103.2.2 - All ducts, air handlers, filter boxes shall be sealed and duct tightness must be tested with a duct blaster and may not exceed maximum amounts	X	X	X
1103.2.3 - Building cavities may not be used as supply ducts	X	X	
1103.3 - Refrigerant Lines insulated to R-3	X	X	
1103.4 - All circulating hot water piping shall be insulated to at least R-2	X	X	
1103.5 - Mechanical ventilation intakes shall have gravity dampers	X	X	
1103.6 - HVAC equipment must be sized according to M1401.3	X	X	
1103.7 - Snow melt system controls	X	X	
1103.8 - Pool requirements	X	X	
1104 - Lighting must be 50 percent high-efficacy lamps	X	X	
**Performance Path Requires R-6 on ALL ducts outside conditioned space			
This information is based on Indiana's latest interpretation as of 12-26-19 and all information is subject to change			

2020 INDIANA RESIDENTIAL CODE

SUMMARY OF KEY RESIDENTIAL ENERGY CODE REQUIREMENTS

The 2018 IECC with amendments was adopted in Indiana and became effective on **December 26, 2019.** This document summarizes changes to the building envelope-related requirements in the updated code for Indiana.



CODE CHANGE HIGHLIGHTS

- **Indiana amended their energy code and moved to R-15 instead of R-13 for walls in climate zone 4.**
- **Building envelope air leakage can be visually inspected in accordance with Table N1102.4.1.1 – Air Barrier and Insulation Installation or tested and verified.**
- **Supply and return ducts must be insulated to an R-value not less than R-8 for ducts 3 inches or larger and R-6 for ducts smaller than 3 inches.**

BUILDING ENVELOPE REQUIREMENTS

CODE PATH	2018 IECC CODE SECTION	CHANGE SUMMARY	
		CLIMATE ZONE 4	CLIMATE ZONE 5
Prescriptive	R402.1.2 – Wood Frame Wall	Does not Apply	R-20 or R-13 + 5 / U-0.067
	R402.1.2 – Ceilings		R-38 / U-0.030
	R402.1.2 – Basement Walls		R-13 or R-10 ci / U-0.059
	R402.1.2 – Crawl Space Walls		R-13 or R-10 ci / U-0.065
	R402.1.2 – Fenestration		U-0.35

DUCT LEAKAGE

MEASUREMENT	CFM25 / 100 SQ. FT.
Rough-in (total leakage)	4
Post-Construction (leakage to the outside)	4

AIR LEAKAGE

CLIMATE ZONE	MEASUREMENT
4	5 ACH50
5	5 ACH50

Note: All R-values are minimums and U-factors maximums.

MORE INFORMATION ON THE INDIANA ENERGY CODE CAN BE FOUND HERE:
www.in.gov/legislative/iac/T06750/A00140.pdf

Insulation Institute
KNOWLEDGE. LEADERSHIP. CONFIDENCE.

This summary is offered for informational purposes only. It does not purport to be an exhaustive analysis of code changes or provide advice that will ensure guaranteed compliance with any energy code provision. Please consult with local authorities before finalizing your installation plans.

ENERGY-EFFICIENT, COST-EFFECTIVE CONSTRUCTION WITH FIBERGLASS AND MINERAL WOOL INSULATION



As code levels advance, **keep informed about innovative practices** to meet or exceed code requirements using cost-effective fiberglass and mineral wool insulation.

The following resources in the table below are just a subset of the many guides available from the **Insulation Institute** to help you achieve new performance requirements with proven approaches.

INSULATION INSTITUTE RESOURCES



Air Leakage	As states adopt more stringent energy codes, some builders may experience challenges meeting new mandatory air leakage requirements. Fiberglass and mineral wool insulation is the low-cost solution for homebuilders to meet or surpass code air leakage rate requirements of 3 or 5 air changes per hour depending on climate zone. For homeowners, an airtight building envelope results in energy savings and increased thermal comfort. **https://insulationinstitute.org/wp-content/uploads/2018/05/N090-5-Air-Sealing-Locations-for-New-Homes.pdf**
Ducts Buried Within Ceiling Insulation	Deeply buried ducts in attics is an easy way to lower energy code compliance costs for builders using the simulated energy performance path. Homeowners can benefit from energy savings realized from lower-capacity, lower-cost HVAC systems. **https://insulationinstitute.org/wp-content/uploads/2019/03/N087-Buried-Ducts-The-newest-way-to-uncover-savings.pdf**
Proper Installation of Insulation	Grade I installation delivers superior energy efficiency and is increasingly required by state energy codes. Insulation installation jobs that fail to meet Grade I criteria can mean construction delays due to callbacks, HERS rating penalties, and failed code inspections. Grade I installation is readily achievable by following basic guidelines as recommended by manufacturers. NAIMA offers free online training for installers. **www.grade1insulation.org**
Unvented Attics Using Fiberglass and Mineral Wool Insulation	Unvented attics can be constructed by installing fiberglass or mineral wool insulation below the roof deck instead of using more costly materials like spray foam. In addition, fiberglass and mineral wool insulation products are green certified and do not carry recommended occupancy restrictions due to product off-gassing after installation. Starting with the 2018 IRC, this practice is outlined in detail within the code. Homeowners benefit from lower construction costs and the use of a safe product. **https://insulationinstitute.org/wp-content/uploads/2018/05/BuildingUnventedAtticAssemblies-N089.pdf**

LEARN MORE ABOUT THE ERI COMPLIANCE PATH HERE:

www.energycodes.gov/resource-center/training-courses/2015-iecc-%E2%80%93-energy-rating-index-eri-compliance-alternative

Get the Facts for a Stronger Business

Learn more about fiberglass and mineral wool insulation at InsulationInstitute.org

NAIMA
North American Insulation Manufacturers Association
11 Canal Center Plaza, Suite #103 • Alexandria, VA 22314
InsulationInstitute.org • 703.684.0084

PUB.NO. N105

2020 Indiana Energy Code

Builder Name:_____

Property Address: _____

Conditioned Floor Area: _____sf Date: _____

Compliance Method Used: Prescriptive / Total UA / Performance (Circle One)

Builder or Registered Design Professional:

_____

Signature Printed

R-VALUES

Ceiling: Vaulted R-_____ Flat R-_____

Slab on Grade R-_____

Floors Over Unconditional Space R-_____

Walls: Above Grade Cavity R-_____ Sheathing R-_____

Below Grade Interior R-_____ Below Grade Ext. R-_____

If Not Full Wall Basement Insulation, # of ft from Top of Wall: _____

Are all HVAC Ducts within the Conditioned Space? Y / N (waive duct test, if yes)

R-Value of Ducts Outside Conditioned Space R-_____

Windows U-_____ SHGC: _____ Doors R-_____

Skylights U-_____ SHGC: _____

SYSTEMS

Heating System Type: _____ Efficiency: _____ (AFUE or HSPF)

Cooling System Type: _____ Efficiency: _____ (SEER)

Water Heater Type: _____ Efficiency: _____ (EF)

AIR LEAKAGE / DUCT LEAKAGE

Independent Inspecting Firm: Thermo-Scan Inspections, 317-846-4655

Air Leakage: _____ ACH50 (Maximum Allowable: 7 ACH50)

Duct Leakage To Exterior: _____ cfm25 (Maximum Allowable: _____ cfm25)

Air Leakage Test Pass? Y / N / NA Duct Leakage Test Pass? Y / N / NA

If Alternative Visual Option was Performed, Circle NA for Air Leakage Test and

Initial here that all Code Checklist Items were Met: _____

Testing Firm Signature: _____