

GENERALIZED RESIDENTIAL INFORMATION

1. WHEN DO I NEED A PERMIT?

Any remodeling or repair over \$500.00, all Code Enforcement repairs, and all additions or new construction need to have a building permit.

2. DO I NEED A PERMIT FOR A ROOFED OR ENCLOSED PORCH?

Yes, a building permit is needed and a scaled site plan will be needed.

3. WHAT IS NECESSARY TO OBTAIN A BUILDING PERMIT?

Remodeling:

- Owner's name, address, and phone number
- Address where the work will be done, if different
- Cost of the work when completed
- Contractors performing work on the project (building, electrical, plumbing, and HVAC)

Additions, pools, garages, sheds:

- Owner's name, address, and phone number
- Address where the work will be done, if different
- Site plan showing size of property, size and location of all structures on property, and size and location of addition, pool, garage, or shed being planned. If parcel is under 3 acres, the site plan must be to scale
- Contractors performing work on the project (building, electrical, plumbing, HVAC)
- Additions in the County that includes a bedroom(s) must get okay from the County Health Department for existing septic system

New Dwellings:

- Septic and well permits from the County Health Department or sewer and water permits from the City Engineering Department
- Driveway permit from the County Engineering Department, if County
- Legal lot of record in accordance to the County's and City's zoning and subdivision ordinances, and should be checked with the Building Department prior to obtaining ownership of the property
- Site plan showing size of property and size and location of the dwelling on the property. If County, the septic system must be shown. Any parcel under 3 acres must be drawn to scale
- Owner's name, address, and phone number
- Value of the dwelling when completed
- Size of the dwelling including dimensions of basement, second floor, garage(s), porches, and decks over 30" above grade
- All contractors involved in the project (building, electrical, plumbing and HVAC)

4. CAN I DO MY OWN WORK?

An owner/occupant may do their own work in their home. However, if the home is for rental or resale, all electrical, plumbing, and HVAC work must be performed by licensed/registered contractors.

5. HOW HIGH CAN MY UNATTACHED GARAGE BE?

CITY: 17' maximum height from peak to grade

COUNTY: 19' maximum height from peak to grade AND one story.

6. HOW LARGE OF A GARAGE CAN I BUILD?

CITY:

Accessory structures cannot exceed the size of the main floor area of the dwelling nor be more than four (4) stalls (based on a dimension of 10x20 per vehicle or upon approval of the Building Commissioner). Only one detached accessory structure over 120 sq.ft. is allowed.

COUNTY:

Less than five (5) acres, all accessory structures on the property cannot exceed 960 sq. ft. or the square footage of the ground floor area of the house, whichever is larger. Attach garages cannot exceed the square footage of the ground floor area of the house.

Over five (5) acres, there is no limit on size of accessory buildings.

7. WHAT IS THE MAXIMUM AMOUNT OF BUILDING COVERAGE ALLOWED ON A PARCEL OF GROUND?

CITY: In SF2, 50% of lot coverage

In SF1, 40% of lot coverage

COUNTY: 40% of lot coverage

8. DO I NEED A PERMIT FOR A SMALL YARD BUILDING?

For shed over 120 sq. ft., a building permit is required.

9. CAN I BUILD AN ACCESSORY BUILDING ON THE LOT NEXT TO MY HOUSE?

An accessory building is not allowed on a lot without a principal building (house). You may either build the accessory building across the adjoining lot lines (if there is no easement between the lots) or replat the lots into one through the Area Plan Commission.

10. DO I NEED A PERMIT FOR A FENCE AND WHAT IS THE REGULATIONS ON FENCES?

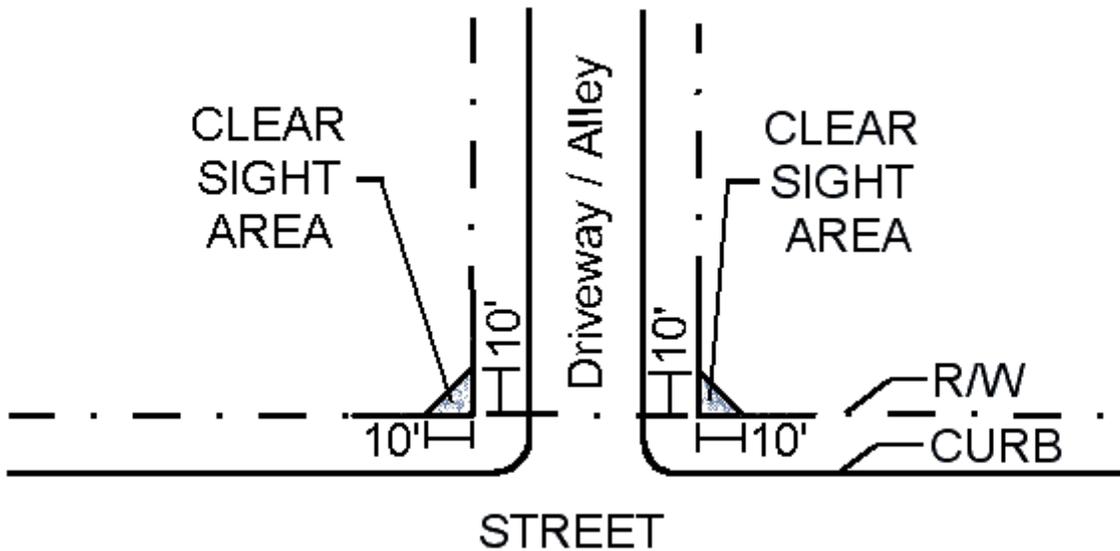
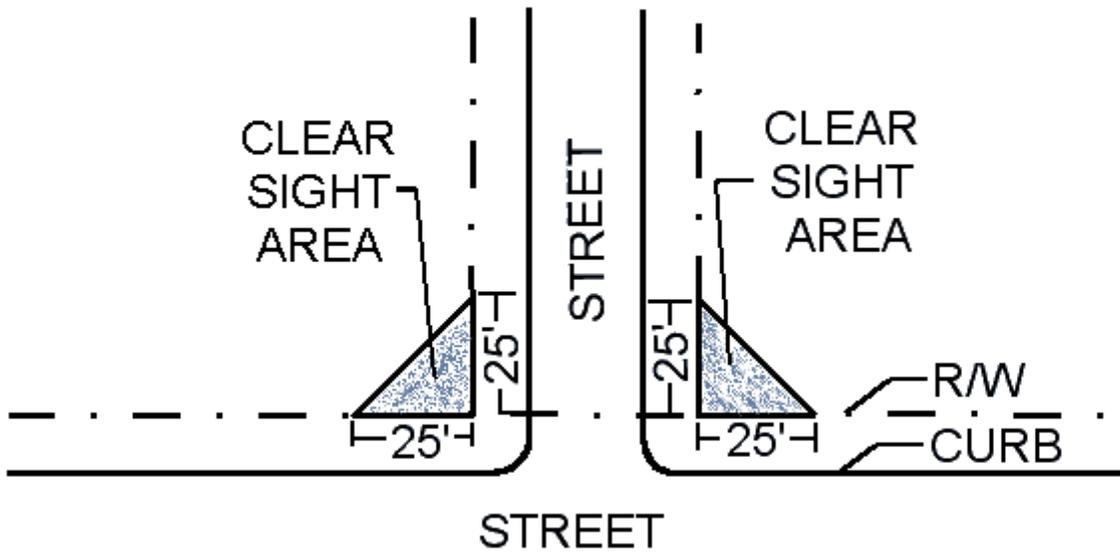
CITY: A permit is required for all fences constructed or replaced

COUNTY: No permits are required; but the following fencing requirements must be met.

CITY AND COUNTY:

In the front yard setback, a fence 70% or more open may be 4' in height; less than 70% open, 3' in height. Fences elsewhere can be 8' in height if 70% or more open, 6' if less than 70% open. In the CITY ONLY on a corner lot, the Building Commissioner shall determine which street will be considered as the front yard.

In the following clear sight areas, a fence may only be 3' in height.



11. DO I NEED A PERMIT FOR A DECK?

A permit is needed for a deck when the floor of the deck will be over 30” above grade or there will be a roof or trellis over the deck. A site plan is needed for the permit.

12. DO I NEED A PERMIT FOR A SWIMMING POOL?

Permits are required for all pools with a capacity of 42” of water, and must meet all setback requirements.

13. IS FENCING REQUIRED FOR A SWIMMING POOL?

All pools must have a 4’ fence/other means not less than 4’ in height deemed impenetrable or a power safety pool cover that has a tag meeting ASTM F 1246-19. Above ground pool with a wall of 48” constitutes other means and no fence is required. In the City, permits are needed for fencing.

14. WHAT SAFETY ITEMS ARE REQUIRED FOR POOLS?

If the pool is more than 42” deep, a 4’ high wall or fence completely surrounding the pool and deck area with the exception of a self-closing and latching gate or door

Above ground pools must have a GFI

A ring or throwing buoy with 40 feet of ¼ in diameter line

A pole not less than 12’ in length

Access to a telephone

15. WHAT CODES DO I HAVE TO FOLLOW FOR BUILDING?

Construction: Indiana Residential Code, 2005

Electrical: Indiana Electrical Code, 2009

Plumbing: Indiana Plumbing Code, 2012

HVAC: Indiana Mechanical Code, 2008

Energy: Indiana Energy Conservation Code, 1992

16. HOW MUCH LAND DO I HAVE TO OWN TO HAVE FARM ANIMALS?

CITY: Five acres for more of land and only for personal uses

COUNTY: Residential: 5 acres or more of land and only for personal uses

17. WHEN CAN I TALK TO AN INSPECTOR?

The inspectors are in the office between 7:30 and 9:00 a.m.; and from 3:30 to 4 p.m., Monday through Friday

18. CAN I GET A VARIANCE FROM THE REQUIREMENTS OF THE ZONING ORDINANCE PERTAINING TO SETBACKS, HEIGHT, SIZE LIMITATIONS, AND LOT COVERAGE?

Yes, a variance request may be filed with the Area Board of Zoning Appeals, located in the Building Department.

19. WHO DO I CONTACT TO GET MY PROPERTY REZONED?

Area Plan Commission on the 11th floor of the County-City Building. Phone Number: 235-9571

20. AT WHAT STAGES OF CONSTRUCTION DO I NEED INSPECTIONS:

Basic inspections for residential are as follows:

1. Foundation
2. Framing
3. All underground utilities
4. Rough in on electric, plumbing, and HVAC
5. Final

If you have any further questions, you may contact the Building Department at 574-235-9554 between 7:30 a.m. and 4:30 p.m., Monday thru Friday.