



Checklist for Building Permit Application

The following materials shall be submitted and reviewed by the Perry County Planning Department **PRIOR** to the approval of a residential building permit. If any of the materials are absent, the building permit **WILL NOT BE ISSUED** until all required materials are submitted. Please allow 2 business days for review of your permit application.

- Complete Application Form
- Health Department Approval or Sewer Tap-in Receipt
 - For New Dwellings: Septic Permit or Sewer Tap-in Receipt
 - For Accessory Structures/Rehabs/Additions: FCHD Site Approval Permit (if septic is on site)
- Site Plan Detailing:
 - All Property lines & streets
 - Location and size of all existing and proposed structures
 - Location of all existing underground and above ground LP gas tanks
 - Setback distances from proposed structure to property lines and County right-of-way
 - The location of all existing and proposed driveways, including material and culvert location and size (if applicable)
 - The location of all drainage, utility, and road easements located on the property
 - Arrows indicating direction of post-construction water drainage
 - North arrow

Note: Applications for new single family dwellings require a site plan from an Indiana Licensed Surveyor (PLS) or Engineer (PE)

- Copy of Recorded Deed or Purchase Contract
- Building Plans Detailing:
 - Elevations (front, back, both sides)
 - Wall Section (cross-section), Stairway Detail, Deck Construction Details (if applicable)
 - Door and window detail
 - Foundation Plan
 - Floor Plans for each level of buildingFor Manufactured Homes
 - Pictures of HUD Data Plate and Data Label; or Indiana Modular/Mobile Insignia floor plans
 - Pier layout tie-down/anchoring specifications

Note: If proposed structure lies within an existing subdivision, please check with the controlling entity to ensure conditions are met.



Building Permit Application

New Single Family Dwelling, Addition, Renovation/Rehab, Accessory Structure

Applicant/Owner Information

Applicant: _____ Date: _____

Phone: _____ Email: _____

Address: _____
Street Address City ZIP Code

Project _____
Tax ID or Parcel No. (If available) Subdivision Name and Section (if applicable) Lot Number

Property Owner: _____ Telephone: _____
Name

Address: _____
Street Address City State ZIP Code

Project Information

- New Single Family Dwelling
- Addition to Existing SF Dwelling
- Renovation/Rehab to Existing SF Dwelling
- Accessory Structure (Post Building/Detached Garage/In-Ground Pool)

Scope of Work: _____

Electrical Service (SIP, etc): _____ Water Utility Provider: _____

Contractor Information

General Contractor: _____
Address: _____
City/State/Zip: _____
Phone: _____
Email: _____

Plumbing: _____
Phone: _____
Email: _____
License #: _____

Energy Rating Company: _____
Phone: _____

Electrical: _____
Phone: _____
Email: _____

What Electrical Provisions Are Being Used?

- 2020 Indiana Residential Code
OR
- 2009 Indiana Electrical Code

Mechanical/ HVAC: _____
Phone: _____
Email: _____



Perry County Planning Department

2219 Payne St
 Tell City, IN 47586
 Phone: 812-547-7121

Square Footage

Square Footage of Project: (In additions/rehabilitations, this pertains ONLY to the scope of work included in this project)

Square Footage Totals:	Finished SQFT	Unfinished SQFT	Total
Basement (if applicable)			
1st Floor (excluding garages and covered porches/patios)			
2ND Floor (excluding covered porches and/or patios)			
Garage	<i>Not Applicable</i>	<i>Not Applicable</i>	
Total SQFT of any covered porches, covered patios, and/or ANY deck 30" or more above adjacent grade	<i>Not Applicable</i>	<i>Not Applicable</i>	
Total SQFT:			

No. of Bedrooms No. Full Bath No. Half Bath Total No. Bathrooms Est. Cost of Project

Disclaimer and Signature

The plans furnished to the Perry County Planning Department are a basis which Perry County is entitled to act in issuing or revoking any permit or certificate of compliance. The plan(s) are incorporated, by reference, into this application. If there is any misrepresentation in this application or any associated documents, Perry County may revoke any permit or Certificate of Occupancy issued in reliance upon such representation. I agree to comply with all Perry County Ordinances, permit conditions, and State statues which regulate the building and construction, use, occupancy, and site development, and grant Perry County Officials the right to enter onto the property for the purpose of inspecting work related to this permit and/or posting any notices deemed necessary. I understand that, should I fail to have work ready for inspection and a re-inspection is deemed necessary, a re-inspection fee of \$50 may be assessed. Furthermore, I understand that the 2005 Indiana Residential Code, as it pertains to energy efficiency (675 IAC 14-4.3 139.1), mandates a permanent certificate to be posted on or in the electrical distribution panel, and my failure to ensure that this posting is in place at time of final inspection of a new dwelling will result in an automatic failure of inspection and \$50 re-inspection fee. Spec sheets for all engineered materials are required to be on site during times of construction for inspector reference. Failure to do so may result in a delay in your inspection process.

As the applicant for a building permit, I understand that I am required to request all inspections before a building can be occupied. Under Perry County Zoning Ordinances, it is unlawful to occupy a building until a Certificate of Occupancy has been issued by the Perry County Planning Department There are no exceptions to this rule. Under the terms of the Ordinance, I have an obligation to obtain a Certificate of Occupancy. I further acknowledge that I may be fined in accordance with Perry County Zoning Ordinances, in the event that I fail to comply with this requirement. I acknowledge that it is my obligation to inform the occupant of the structure if a Certification of Occupancy has not been issued, or if any outstanding code violations exist. I acknowledge my obligation to obtain a Certificate of Occupancy under Perry County Zoning Ordinance, and understand that I have an obligation to advise any potential occupant of my failure to have final inspection completed and/or have a Certificate of Occupancy issued.

I certify that my answers are true and complete to the best of my knowledge.

Signature: _____ Date: _____

(If using digital signature)