

ACCESSORY STRUCTURE REQUIRED INFORMATION

Accessory structures include but are not limited to: Detached garages, pole barns, mini-barns, decks, gazebos, carports, any structure with walls or a roof, and storage buildings.

Have you included ALL of the following information?

- A completed **Improvement Location Permit application** (Signed and dated). Please include the full mailing address (city, state and zip) and phone number for property owner and contractor.
- **Parcel ID Number** for property.
- One (1) copy of **Recorded Deed** for the property.
- Two (2) copies of the **Site Plan**, drawn to scale showing: **Maximum size 11 by 17.**
 - Outline of the entire property,
 - Property line dimensions,
 - Location of all site improvements: (All buildings, mini-barns, parking areas, new buildings, pools, lakes, etc.),
 - All easements,
 - Setback distance from property lines to the proposed improvement/building,
 - Location of septic tank and field, well, and driveway.
- Hamilton County Surveyor sign-off on drainage approval.
- Two (2) copies of the **Construction Documents** for the new structure(s). If you have any questions on specific information, please call the Plan Commission at (317) 776-8490.
- Two (2) copies of the **Truss Design Drawings and Calculations** with a **Registered Indiana, Architect or Engineer's seal and signature on each page.** (If trusses are to be used on the project.)

revised: 11/2009

Accessory structure Construction Documents / Prints

The following information is required to obtain an Improvement Location Permit / Building Permit for the construction or alteration of any structure within the jurisdiction of the Hamilton County Plan Commission. This information will be reviewed for compliance with the minimum standards as set forth in the “Indiana Residential Code, 2005 Edition.” The omission of any information noted below will cause delays in processing the building permit application. Please read these instructions carefully. If you have any questions, please feel free to call our office at (317) 776-8490.

A set of construction documents / prints shall contain:

- Foundation Plans
- Floor Plans (each floor level)
- Wall Section or Building Section
- Building Elevations (front, back, and side views)
- Truss Calculations (if using manufactured trusses)

Foundation Plan:

The following information shall be indicated:

1. Show and dimension (sizes of) all footings, pier footings, thickened slabs, etc.
2. Show foundation walls and identify crawl space vents, sump pit, and crawl access.
3. For basement: label use of rooms/areas, show location of water heater, furnace, electrical panel, sump pit, etc.
4. Show girders (floor beams) and note the type and size.
5. Show the size, spacing, grade, and species of the floor joist. With an arrow, show the direction of span for the floor joist. (If the size, spacing, grade, species, or direction of span varies within the structure, indicate each variation.)

EXAMPLE

2 by 10 F.J. @ 16" o.c.
No. 2, S.Y.P.

6. The minimum requirements for footings and foundations are found in Chapter 4 of the “Indiana Residential Code, 2005 Edition.”

Floor Plan:

The following information shall be indicated:

1. All rooms shall be labeled as to use.
2. Rooms and partitions shall be dimensioned.
3. Show the location and size of all windows and doors.
4. Indicate areas with vaulted or cathedral ceilings.
5. Show size, spacing, grade, and species of floor joist (for level above), ceiling joist, and rafters. With an arrow, show the direction of span for the floor joist, ceiling joist, and rafters. (If the size, spacing, grade species, or direction of span varies within the structure, indicate each variation).

EXAMPLE

2 by 6 C.J. @ 16" o.c.
No. 2, S.Y.P.

6. Indicate the location, size, and type of attic access. Refer to table no. R 807, of the "Indiana Residential Code, 2005 Edition." For minimum live load requirements of attic spaces refer to Table 301.5.
7. Indicate the type of fireplace (masonry or factory).
8. Indicate the location and height of all required guardrails, handrails or combination handrail/guardrails. See Section R 311.5.6.1 and R 312 of the "Indiana Residential Code, 2005 Edition" for minimum standards.
9. Note: If manufactured trusses are used, the truss design drawings and calculations (with a registered Indiana architect or engineer's seal and signature on each page) is required to be submitted as a part of the construction documents. These will be reviewed prior to the building permit being released.
10. For additions: Indicate walls to remain and walls which are to be removed. Also label the use of all rooms adjacent to the proposed addition.

Wall Sections or Building Sections

The following information shall be indicated:

1. Show and note all typical building materials.
2. Show the location of finish grade.
3. Note the dimensions of footings and foundation walls, including the depth below finish grade.

4. Indicate the type of insulation and note their R-values.

Building Elevations

The following information shall be indicated:

1. Show all sides of construction.
2. Note the roof pitch and the chimney height.
3. Show all windows and doors and note the exterior finish materials.
4. Note the overall height of the structure.

Additional Details, Specifications or Information

If using an atypical design (log, solar, rammed earth, etc.), new construction materials, unfamiliar construction materials, unfamiliar construction practices, or if any items are unclear to the plan reviewer, additional information, specification or details may be required before the building permit will be released.

If you have any questions or believe that additional information may be required for your project, please feel free to call our office at (317) 776-8490. If you have any questions or believe that additional information may be required for your project, please feel free to call at 776-8490.

Note: **Any variations or changes in construction from the drawings submitted, shall have an addenda to the drawings submitted for review before the changes or alterations are made.**

The following Code Books are in affect for construction of a single family residence within the jurisdiction of the Hamilton County Plan Commission:

Indiana Residential Code, 2005 Edition

Indiana Electrical Code, 2009 Edition

Special Note: Indiana Plumbing Code, 1999 Edition if requested by the plumber in advance of the inspection. Otherwise - plumbing will be inspected using the Indiana Residential Code 2005 Edition.

Energy Efficiency per the Indiana Residential Code 2005 Edition under Chapter 11

Indiana Visitability Rule for One and Two Family Dwellings and Townhouses

All Accessory Structures

1. What will structure be used for? _____
2. Will structure be heated or air conditioned? _____
3. Will structure have electricity? _____
4. Will structure walls be insulated? _____
5. What type of floor will there be? _____
6. Will structure floor be insulated? _____
7. Will structure be insulated per the state energy code requirements? _____

Is this an option if they are going to insulate any portion of the building???

8. Will structure have floor drains? _____
9. Will there be any plumbing in the structure? _____
10. Will structure have a second floor? _____
11. Will there be stairs or a ladder to a second floor or loft? _____
12. Will structure have any interior partitions? _____
13. You are required to provide two complete sets of construction documents showing:

the wall section from the bottom of the footer to the connection point of the roof system _____; the width and height of the footer _____; the size, spacing, and species of framing materials _____; the R-factor for all insulation _____; the placement of the floor drains, what is being removed by those drains, and the location of where the drains daylight to _____; the location of the electrical panel box and meter base _____; details on the type of floor to be installed or depth of gravel _____; detailed drawing of the hurricane straps or like kind that will be used to secure the roof to the structure _____.

14. You are required to provide two legible copies of the truss specifications with an Indiana architect or engineer's seal and signature on every page of the drawings.

FYI: The electrical panel box cannot be located within a closet or a bathroom and must maintain a 3 ft. by 3 ft. clear flat working space in front of the panel. And the wall on which the panel is mounted/installed must be at least 7 ft. tall.

Without the above information your permit application will not be reviewed.

HAMILTON COUNTY PLAN COMMISSION

One Hamilton County Square, Suite#306
Noblesville, Indiana 46060-2230 Phone: (317) 776-8490

Construction of this Project shall start within three(3) months of the date of this permit or the permit will expire. All work must be completed within (18) months for Primary structures, and (9) months for Accessory structures.

- DEMOLITION ONLY
- BUILDING PERMIT APPLICATION
- IMPROVEMENT LOCATION PERMIT
- POOL PERMIT

Certificates of Occupancy shall be issued prior to use and/or occupancy of all structures covered by this permit. Occupation of any structure prior to the issuance of a C/O, will result in a penalty of \$250 being assessed.

TOWNSHIP:

Adams

Noblesville

Wayne

White River

Full Release

Conditional Release

Foundation Only

Structure Only

Electrical Only

PARCEL # _____

PERMIT # _____

Fee _____

Apv'd by _____ Date _____

Subdivision Name _____ Center Name _____

Zone _____ Erosion Control Plan Required: Yes ___ No ___

District _____ Property Size: _____ Split Date: _____

Flood Plain Elev. _____ Structure Elev. _____ Map # _____

Project Address _____ City _____

Owner's Name _____ Address _____ Phone _____

Owner's Fax Number _____ Owner's Email Address _____

Builder's / Contractor's Name _____ Address _____ Phone _____

Builder's/Contractor's Fax Number _____ Builder's/Contractor's Email Address _____

Arch/Eng. Name _____ Address _____ Phone _____

Registration# _____ License# _____ Bond _____

Existing Land use: _____ Proposed Land Use: _____

OTHER APPROVALS REQUIRED:

Water Permit # _____

Septic/Sewer Permit # _____

Road Cut Permit # _____

Other _____

B. Z. A. Doc. # _____

P. C. Doc. # _____

Drainage/Surveyor _____

CONDITIONS:

TYPE OF PERMIT:

Improvement Location

Single Family

Duplex

Multi-Family

Change of Use

Retail Commercial

Office

Manufacturing

Warehouse

TYPE OF IMPROVEMENT:

New Structure

Addition

Garage

Structural Alteration

Swimming Pool

Primary Ag. Bldg.

Finish Tenant Space

Site-Land Improvements

Home Occupation

Accessory Structure

Other _____

BUILDING INFORMATION:

Total Square Feet Including Basement _____ Total Height in Feet Above Ground _____

Type of Construction: Wood Masonry Metal Post/ Beam

Roof Truss, Manufactured: Yes No Truss Supplied By _____

Type of Heat: Gas Electric Geo Thermal Solar Wood

Type of Water Heater: Gas Electric Geo Thermal Solar

Foundation: Crawl Slab Basement

Fireplace: Masonry Pre-Fab. Metal Central Air Conditioning

Screened Porch Patio/Deck (Type) _____ Garage (# Bays) _____

CERTIFICATION AND NOTICE OF INTENT TO COMPLY

I hereby certify that I have the authority to make the foregoing application, that the application is correct, and that the construction will conform to the regulations in the Building Code, the Zoning Ordinance, or private building restrictions, if any, which may be imposed on the above property by deed.

I, further certify that the construction will not be used or occupied until the proper certificates of occupancy and compliance are filed with the office of the Hamilton County Plan Commission.

Signature of Person Responsible for Construction

Home or Pool Owner

Date

****APPLICANT MUST COMPLETE THIS PAGE****

CONSTRUCTION INFORMATION

GENERAL OR PRIMARY CONTRACTOR:

NAME: _____
ADDRESS: _____

PHONE: _____
FAX: _____
EMAIL _____

IS PROPERTY OWNER THE GENERAL OR PRIMARY CONTRACTOR?

YES _____ NO _____

SUB-CONTRACTORS

FOUNDATION:

EXCAVATORS _____ PHONE _____
FOOTINGS _____ PHONE _____
FOUNDATION WORK:
BASEMENT _____ PHONE _____
CRAWL/SLAB _____ PHONE _____

ROUGH-IN:

FRAMING _____ PHONE _____
PLUMBING _____ PHONE _____
ELECTRICAL _____ PHONE _____
HVAC _____ PHONE _____
FIREPLACE _____ PHONE _____
FIREBLOCKING _____ PHONE _____

ENERGY:

INSULATION _____ PHONE _____

FINAL:

FINISH CARPENTER _____ PHONE _____
FINAL GRADING _____ PHONE _____

DIRECTOR/INSPECTOR

DATE

You will need to identify which code you intend to use for electrical installation / upgrades at:

Address of project: _____

_____ Indiana Electric Code 2009 Edition adopted
08/26/2009

OR

_____ Indiana Residential Code 2005 Edition adopted
04/02/2008

All electrical and electrical re-inspections will be inspected per the code as indicated above. This form is to be submitted at the time you file your application.

Print your name

Sign your name

Date

Energy Inspection

- A. Will you be insulating the structure? _____ yes _____ no
- B. What type of insulation will you be using? _____
- C. Will there be any sprayed-in / rigid insulation used any place in the construction of this structure? _____ yes _____ no

If you are using sprayed-in or rigid insulation you will need to provide us with two (2) copies of the manufacturer's and installer's contact information, manufacturer's data sheet, installation manual and manufacturer's ASTM Report.

NOTE: If the report indicates multiple density PSI (pounds per square inch) you will need to indicate which one will be used and the thickness to be applied.

If the sprayed-in / rigid insulation is to be used as fire blocking anywhere in the structure you will need to provide us with two (2) copies of the manufacturer's ASTM data information sheet that specifically states that the material being used has been certified by an independent laboratory for use as fire blocking material.

NOTE: (A modified test will not be accepted.)

Person responsible for construction

Printed Name

Signature

Please note: Failure to provide this information will delay the review and approval process of your permit.

Use of Alternative Products and/or Methods of Installation related to Building Construction

Effective date: May 22, 2008

Whenever a product or method of construction not approved by the 2008 Indiana Building Code (IBC) as amended is used in the construction or re-construction of any building structure the following procedure will be followed when submitting your permit application and required supporting documentation, please provide the following:

Option A

- two copies of **detailed** construction plans.
- Latest and active ES Report from ICC Evaluation Services, Inc. (www.icc.es.org).
- most current in effect and up-to-date installation instructions from manufacturer of product to be use.

OR

Option B

- two copies detailed construction plans stamped and signed off by a licensed State of Indiana architect or engineer.
- Latest and active ES Report from ICC Evaluation Services, Inc. (www.icc.es.org).
- most current in effect and up-to-date installation instructions from manufacturer of product to be use.

NOTE: Three additional days may be added to the review time needed by staff to assure all requirements of the 2008 IBC as amended are being complied with.

When a change in the use of a product or method of construction (not approved by the 2008 IBC as amended and that has not been approved as a part of the initial building permit application and review) is found by the inspector at the time of a required inspection... work on that part of the building or structure shall stop immediately and information identified under Option A or B shall be provided to the Hamilton County Plan Commission office for review. **(STOP WORK ORDER will remain in effect until the information is submitted and approved.)** Expect from 1 - 3 days for this information to be reviewed and approved. A permit re-review fee of \$35.00 will be charged and paid for prior to resuming any work on this project.

signature of homeowner

signature of contractor

date

date

Hamilton County Plan Commission
Hamilton County Government & Judicial Center
One Hamilton County Square
Suite 306
Noblesville, IN 46060

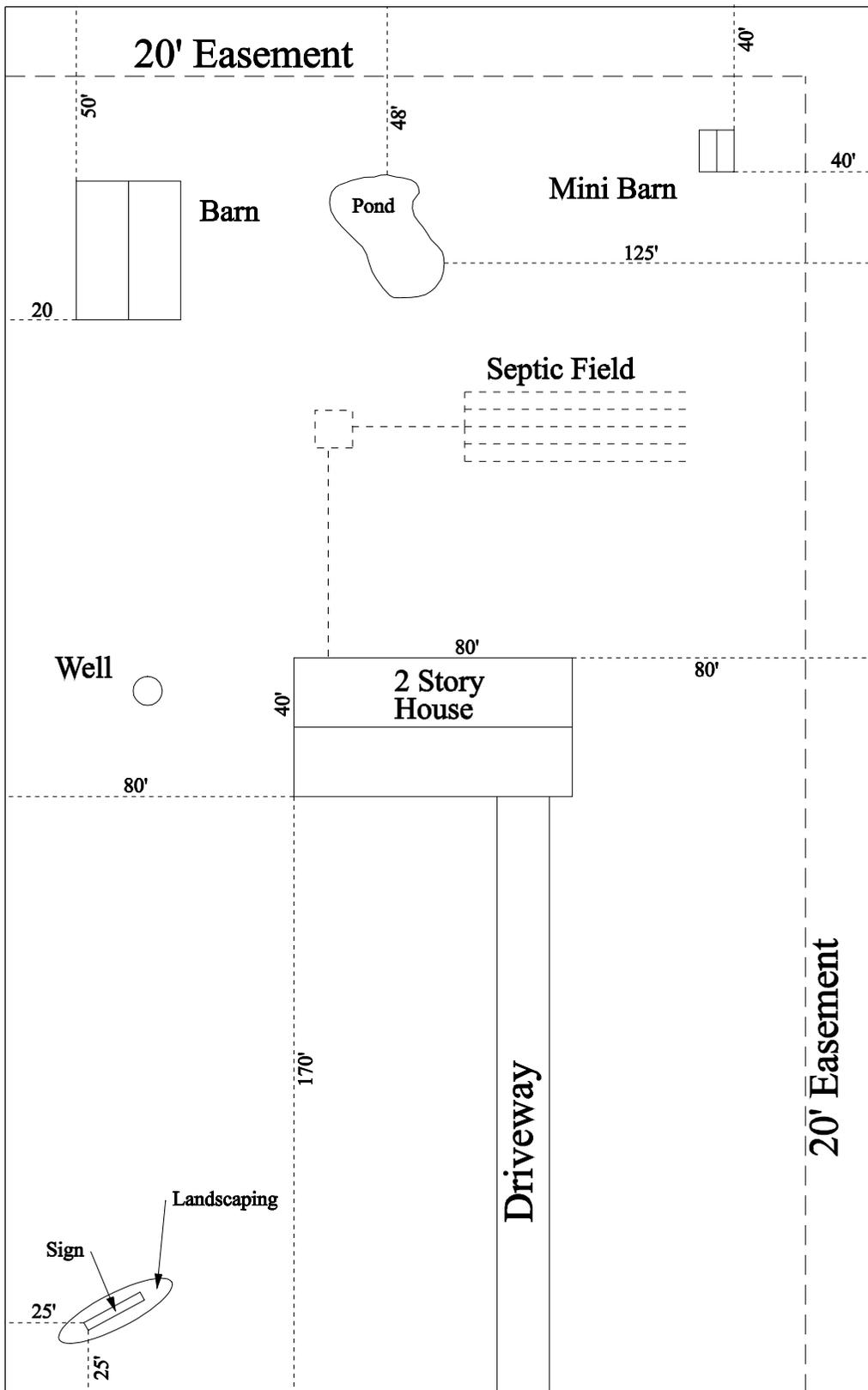
MEMO

TO: Builders, contractors, sub-contractors, homeowners
FROM: Charles Kiphart, Director
DATE: January 01, 2013
RE: Ordinance definitions of building appurtenances setbacks from property line.

When determining the required zoning yard setback the following definition of a structure or building shall apply unless otherwise stated in the zoning ordinance. Please be advised that the definition of a building or structure includes all appurtenances attached to or a part of the building or structure. Appurtenances include but are not limited to roof eaves/gutters; cantilever projections, attached window wells, chimneys, decks, bay windows, wing walls, etc.

Front yard setbacks are to be measured from the centerline of the road to the structure.

revised: 12/12/2013



Street Name

EXAMPLE SITE PLAN