

# BUILDING PERMIT

(Single family residence, room additions, and remodels)

## *Have you included all of the following information?*

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- 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 the **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 existing and proposed site improvements: (ALL BUILDINGS, MINI BARNs, DRIVES, PARKING AREAS, NEW BUILDINGS, POOLS, LAKES, ETC.),
    - All easements,
    - Set back distance from the centerline of the road and each property line to all existing and proposed site improvement/building.
    - Location of septic tank, field and well.
- One copy of the **Septic Permit** for a new house or a new bedroom addition. Available from the Hamilton County Health Department located at 18030 Foundation Drive, Suite A, Noblesville, Indiana. Phone number (317) 776-8500.
- One (1) copy of the **Well Permit** for a new house. If using an existing well show location on site plan. Available from the Hamilton County Health Department located at 18030 Foundation Drive, Suite A, Noblesville, Indiana. Phone number (317) 776-8500.
- One (1) copy of the **Driveway or Road Cut Permit** obtained from the Hamilton County Highway Department located at 1700 South Tenth Street in Noblesville.
- In some cases permission from the Homeowners Association is needed.
- Hamilton County Surveyor sign-off on drainage approval is done in-house.
- 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. Construction documents must be folded to fit in legal size file.
- Two (2) copies of the **TRUSS DESIGN DRAWINGS AND CALCULATIONS** with a **REGISTERED INDIANA, ARCHITECT OR ENGINEERS SEAL AND SIGNATURE ON EACH PAGE**. (IF trusses are to be used on the project.)

**Single family residence, room additions, and remodels**  
**Construction Documents / Prints**  
**Required Information**

The following information is required to obtain a building permit for a single family residence 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 located 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 Section**

### **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 of 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

# 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:**

Change of Use

Improvement Location

Retail Commercial

Single Family

Office

Duplex

Manufacturing

Multi-Family

Warehouse

**TYPE OF IMPROVEMENT:**

Primary Ag. Bldg.

New Structure

Finish Tenant Space

Addition

Site-Land Improvements

Garage

Home Occupation

Structural Alteration

Accessory Structure

Swimming Pool

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](http://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](http://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

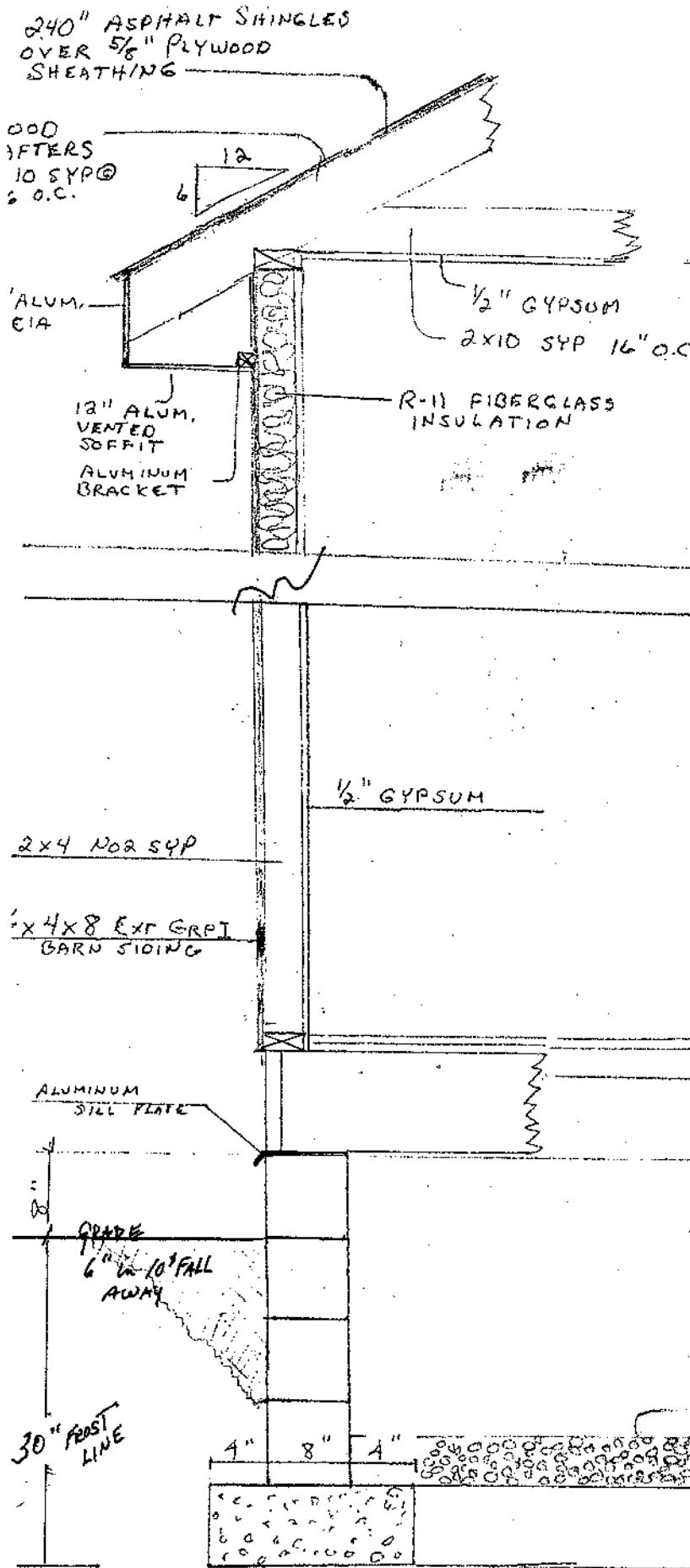
TO: Builders, contractors, sub-contractors, homeowners  
FROM: Charles Kiphart, Director  
DATE: January 01, 2013  
RE: Ordinance definitions of building appurtenances setbacks from property line.

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.

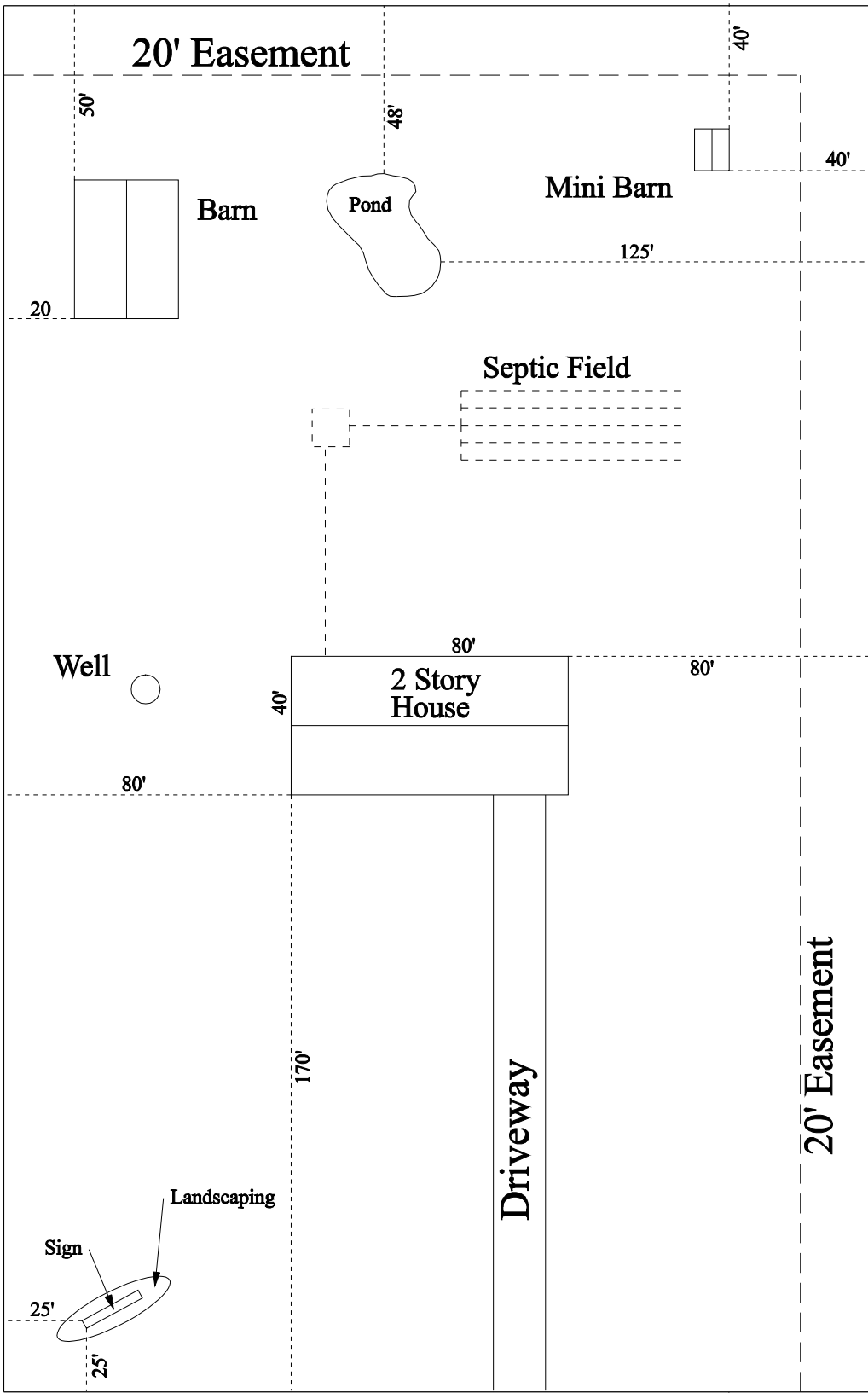
revised: 12/12/2013

Example  
only



Redraw to show  
your building.

WALL SECTIONS  
NOBLESVILLE IN.



# EXAMPLE SITE PLAN