



HAMILTON COUNTY
PLAN COMMISSION

BUILDING PERMIT

(Single family residence, room additions, and remodels)

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), phone number and email address 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**, (one hard copy (max. 11X17) and one pdf copy) drawn to scale showing:
Outline of the entire property,
Property line dimensions,
All easements,
Location of septic tank and field, well, and driveway.
Hamilton County Surveyor sign-off on drainage approval.
Location of all site improvements:(all buildings, mini-barns, parking areas, new buildings, pools, lakes, etc.)
Setback distance from property lines to the proposed improvement or structure.
- Two (2) copies of the **Construction Documents** (One hard copy and one pdf copy) for the new structure(s). If you have any questions on specific information, please call the Plan Commission at (317) 776-8490 or email planning.permits@hamiltoncounty.in.gov
- Two (2) copies of the **Truss Design Drawings and Calculations** (one hard copy and one pdf copy) with a **Registered Indiana, Architect or Engineer's seal and signature on each page**. (If trusses are to be used on the project)

revised: 1/2022

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, 2020 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 or email us at planning.permits@hamiltoncounty.in.gov

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.)
6. The minimum requirements for footings and foundations are found in Chapter 4 of the “Indiana Residential Code, 2020 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).

Floor Plan: Continued

6. Indicate the location, size, and type of attic access. Refer to table no. R 807, of the “Indiana Residential Code, 2020 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, 2020 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 or email us at planning.permits@hamiltoncounty.in.gov

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, 2020 Edition
Indiana Electrical Code, 2009 Edition
Indiana Plumbing Code, 2012 Edition
Energy Efficiency per the Indiana Residential Code 2020 Edition under Chapter 11
Indiana Visitability Rule for One and Two Family Dwellings and Townhouses



HAMILTON COUNTY PLAN COMMISSION

Construction of this Project shall start within (6) 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.

TOWNSHIP:

- _____ Adams
- _____ Noblesville
- _____ Wayne
- _____ White River

Zone District: _____

Split Date: _____

Property Size: _____

Flood Plain Elev: _____

Structure Elev: _____

FIRM Map #: _____

 Building Permit Application Improvement Location Permit

PARCEL # _____

PERMIT # _____

Fee _____

Apv'd by _____ Date _____

- _____ Full Release
- _____ Conditional Release
- _____ Foundation Only
- _____ Structure Only

Estimated Project Cost _____

Is Total Disturbed Area Greater Than 1 Acre: Yes _____ No _____ Erosion Control Plan Included: Yes _____ No _____

Project Address _____ City _____

Owner's Name _____ Address _____ Phone _____

Owner's Email Address _____

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

Builder's/Contractor's Email Address _____

OTHER APPROVALS REQUIRED:

- Water Permit # _____
- Septic/Sewer Permit # _____
- Road Cut Permit # _____
- B. Z. A. Doc. # _____
- P. C. Doc. # _____
- Drainage/Surveyor _____

CONDITIONS:**TYPE OF PERMIT:**

- _____ Change of Use
- _____ Improvement Location
- _____ Single Family
- _____ Duplex
- _____ Multi-Family
- _____ Retail Commercial
- _____ Office
- _____ Manufacturing
- _____ Warehouse

TYPE OF IMPROVEMENT:

- _____ Solar
- _____ Addition
- _____ Garage
- _____ Structural Alteration
- _____ Swimming Pool
- _____ Primary Ag. Bldg.
- _____ Finish Tenant Space
- _____ Site-Land Improvements
- _____ Home Occupation
- _____ Accessory Structure
- _____ Other _____

BUILDING INFORMATION:

Total Sq. Ft. 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

Screened Porch: _____ Patio/Deck(Type) _____ Garage Floor Type _____ Central Air Conditioning: _____

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, Occupation of any structure prior to the issuance of a C/O, will result in a penalty/fine.

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: _____
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



HAMILTON COUNTY
PLAN COMMISSION

Advanced Structural Components Building Permit Application Reporting Form

This form is required in order to comply with the requirements of IC 22-11-21 (Public Law 104, 2018) as it relates to the use of advanced structural components (lightweight I-joints or lightweight roof trusses) in Class I and Class II construction that:

1. Have less mass cross-sectional area than sawn lumber of equivalent proportions used in an equivalent application; and
2. Are assembled from combustible or noncombustible materials, or both

This does not include a structural assembly, joint, or truss that provides at least 1 hour of fire resistance under ASTM E 119

Address: _____

Fire Department(s) Affected: _____

TYPE OF ADVANCED STRUCTURAL COMPONENT	LOCATION IN STRUCTURE
1.	
2.	
3.	
4.	

I hereby certify that I have the authority to make the foregoing application and that the information in the application is correct.

Applicant Signature

Printed Name

Date

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

Whenever a product or method of construction not approved by the Current Indiana Residential Code 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. (one hard copy & one pdf copy)
- 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. (one hard copy & one pdf copy)
- 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 current IRC as amended are being complied with.

When a change in the use of a product or method of construction (not approved by the current IRC 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.

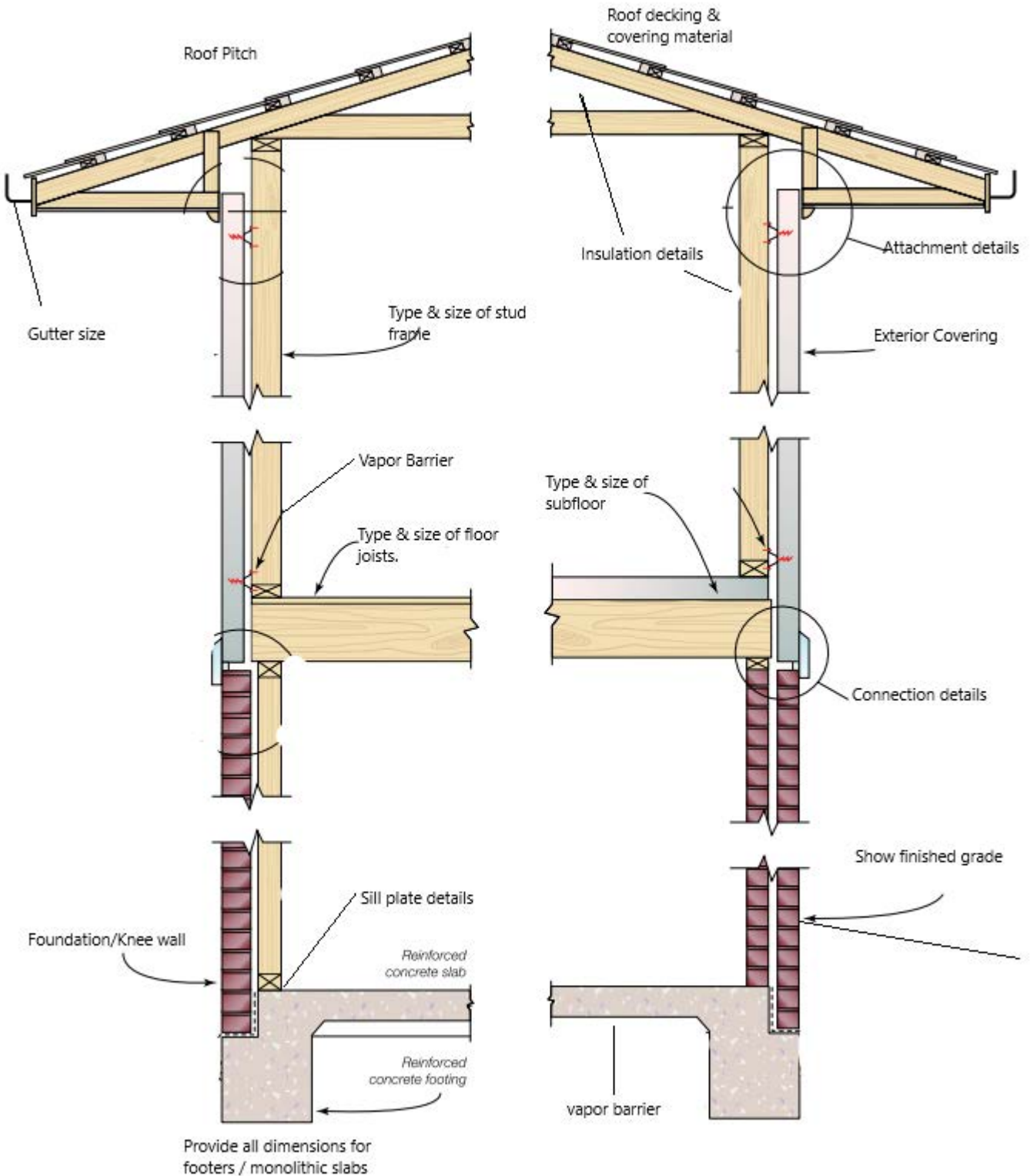
signature of homeowner

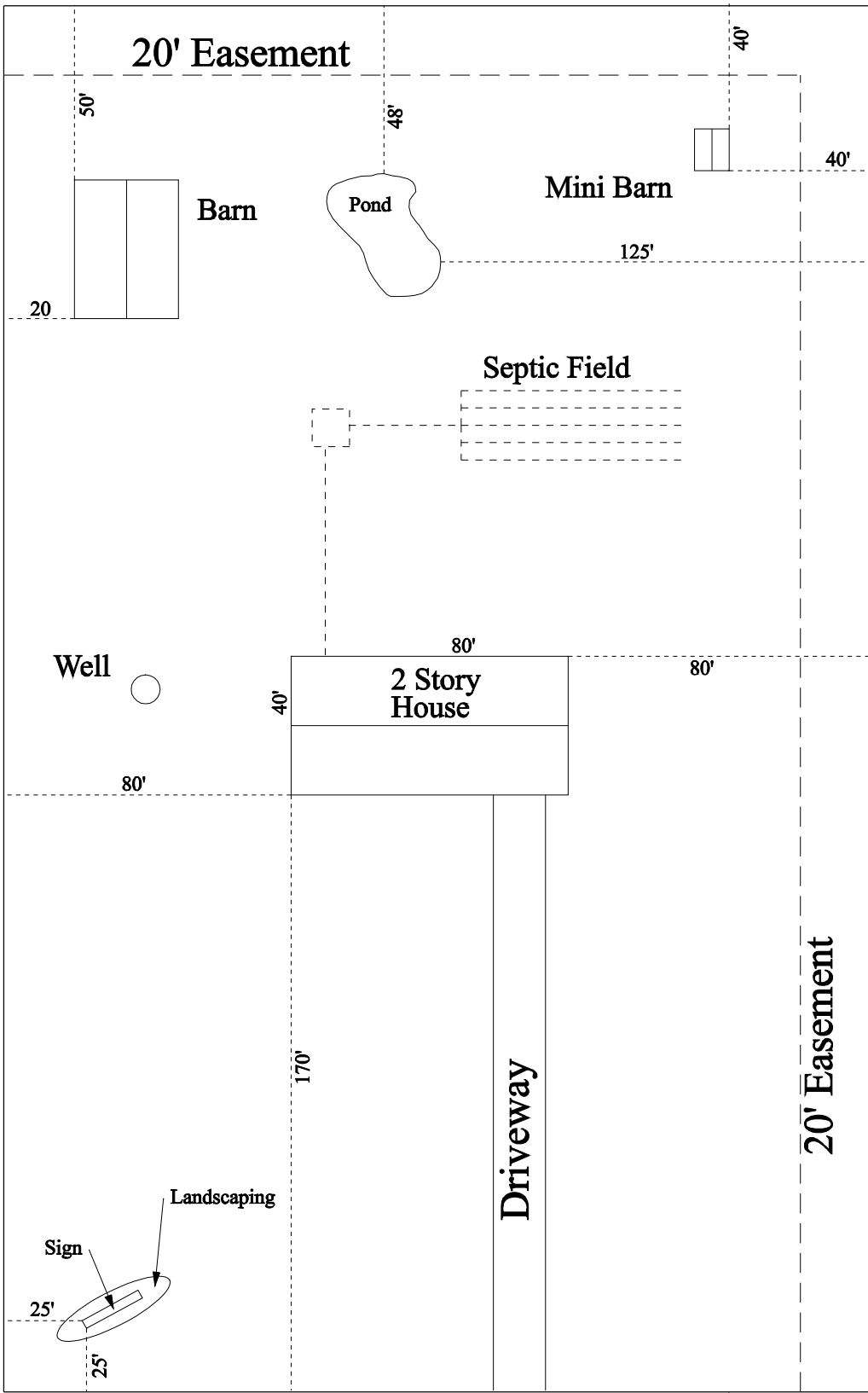
signature of contractor

date

date

Example Only





Street Name



EXAMPLE SITE PLAN