



*"Heart of Hoosierland"*

## **INSTRUCTION FOR IMPROVEMENT LOCATION PERMIT**

**\*\*\*Read Carefully To Avoid Delays\*\*\***

These instructions were compiled only to *assist* in securing an improvement location permit.

Before your permit application will be viewed, you **MUST** submit one (1) copy of each of the following documents for all proposed improvements:

- Completed application – fill out the application only as it applies to what you are building. Some blanks will not pertain to your structure; you can either out a line or “n/a” in those blanks.
- Site plan which shows:
  1. Property lines with dimensions
  2. Existing and proposed building(s)
  3. Distance, in feet, from proposed building(s) to property lines AND center of the street
  4. Dimensions of improvement
- Blueprints and/or building plans

In addition to the above items, the following is needed for new homes:

- Copy of sewer/septic permit –
  1. If you will be hooking into sanitary sewers
    - a. a letter or permit from the provider (City of Elwood Water Department) granting permission
  2. If you will be on a private septic system
    - a. Either a permit or a letter from the Madison County Health Department is required. Please be advised that the letter must be initialed, which indicates that the septic plans have been approved.
    - b. A letter from the City utilities department must be included

After submitting ALL the required documentation, your application will be reviewed. This process *normally* takes 72 hours. We will contact you when it is ready to pick up. The fee for residential improvements is based on square footage and is payable when the permit is picked up. Signature and payment for the permit is required in person. Please make all checks or money orders payable to “City of Elwood”.

**IMPROVEMENT LOCATION PERMIT  
CITY OF ELWOOD**

**Office Copy**  
**Assessor Copy**

Permit App. Number   
Date Filed

Location of Construction Activity:

Lot Number  in Section  of  Addition  
Street Number and Name   
Township/Jurisdiction  Parcel No.

*Is subject property in a special flood hazard area, as established by the  
Federal Management Agency-National Flood Insurance Program, as per flood insurance rate map?*

Yes  No  Panel No.  N/A If yes, flood zone:  N/A

Type of Sewage Disposal: Public:  Private:   
Type of Water Supply: Public:  Private:   
If public, name of system:   
If private, septic permit #:

Current Zoning Classification of property:  Current use of:

**Owner/Applicant:**

Name:   
Telephone:   
Mailing   
Address:

**Builder/Contractor:**

Name:   
Telephone:   
Mailing   
Address:   
License #:

<input type="checkbox"/> One-family	<input type="checkbox"/> Two-family	<input type="checkbox"/> Multi-Family # of units: <input type="text"/>	<input type="checkbox"/> Modular	<input type="checkbox"/> Mobile	<input type="checkbox"/> Attached Addition Use: <input type="text"/>	<input type="checkbox"/> Detached Addition Use: <input type="text"/>	<input type="checkbox"/> Other: <input type="text"/>
<input type="checkbox"/> Retail Commercial	<input type="checkbox"/> Office/Professional	<input type="checkbox"/> Hotel/Motel	<input type="checkbox"/> Industrial	<input type="checkbox"/> Institutional	<input type="checkbox"/> Accessory	<input type="checkbox"/> Structure other than a bldg.	<input type="checkbox"/> Other: <input type="text"/>

**Building Information:**

<b>Dimensions</b>	<b>Submitted by Applicant</b>	<b>Required by Ordinance</b>	<b>Type of Improvement</b>
Front	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> New Structure
Side Setback	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Addition
Rear Setback	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Alteration/Remodel/Repair
Height Max.	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Commercial Tenant Space
Total Sq. Ft.	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Primary Agricultural Structure
			<input type="checkbox"/> Foundation Only
			<input type="checkbox"/> Electrical Update
			<input type="checkbox"/> Demolition
			<input type="checkbox"/> Water/Sewer
			<input type="checkbox"/> Accessory
			<input type="checkbox"/> Garage Det: _____ Att: _____
			<input type="checkbox"/> Deck or Porch
			<input type="checkbox"/> Fence
			<input type="checkbox"/> Roofing
			<input type="checkbox"/> Sign
			<input type="checkbox"/> Plumbing
			<input type="checkbox"/> Shed
			<input type="checkbox"/> Other: <input type="text"/>

Type of Heating Fuel: Electric:  Gas:  Geo Thermal:  Oil:   
Type of Water Heat: Electric:  Gas:  Geo Thermal:  Oil:   
Fireplace: Electric:  Gas:  Wood:   
Roof Truss Manufactured? Yes:  No:   
Type of Frame: Masonry:  Metal:  Post/Beam:  Wood:

Estimated Cost of Construction (Excluding Land Value)

**IMPROVEMENT LOCATION PERMIT  
CITY OF ELWOOD**

**Required Attachments:**

**Properties within city**

1.  Legal Description
  
2.  One set of site plans
  - (A.) Property lines on all sides
  - (B.) Location of existing structures on property with dimensions to property
  - (C.) Size of existing structures
  - (D.) Location of right-of-ways and utility easements where
  - (E.) Subdivision lot number/street
  
3.  One set of blueprints of the work showing
  - (A.) Foundation plan
  - (B.) Floor plan of each floor showing window locations, door locations
  - (C.) Cross section drawing of structure showing footings through shingles denoting sizes or thickness of all members in construction

Variance Number

Plan Commission Number

**Fees**

Permit Fees:  
Inspection Fees:  
Certificate Fees:  
**Total Fees:           \$0.00**

**Certification and Notice of Intent**

I hereby certify that I have the authority to make the foregoing application, that the application is correct, and that construction will comply with and conform to all applicable laws of the State of Indiana.

I further certify that the construction will conform to the regulations in the Building Code, the Zoning Ordinance, or private, of the governing jurisdiction, which may be imposed on the above property by deed. See staff comments for further attachments.

I further certify that the construction will not be used or occupied until proper certificates are filed with the governing jurisdictions

Signature of Owner or Authorized Agent

Date

Construction Approval Stamp

Do not issue this permit without a proper stamp.

**Staff Comments**

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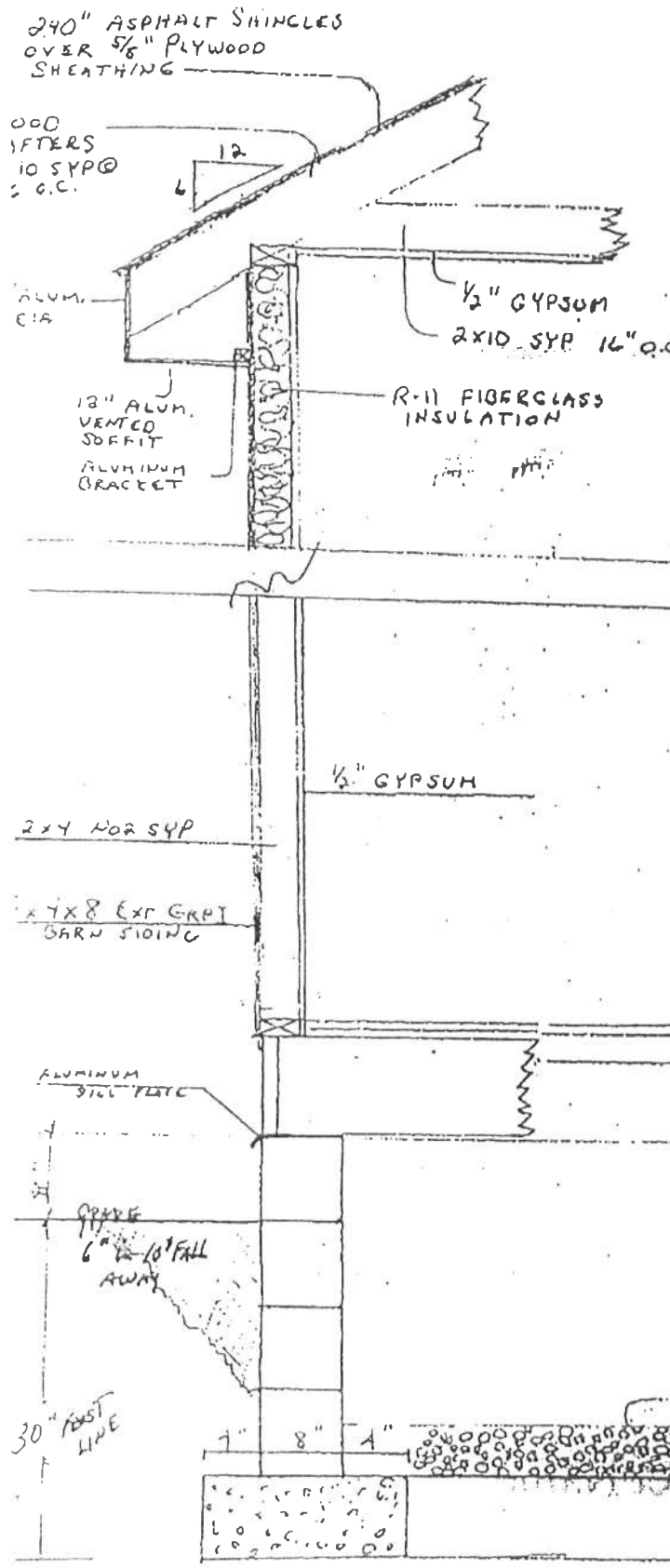
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Elwood Department of Building and Planning -  
City of Elwood, Pipe Creek Township, Indiana  
1505 South B Street, Elwood, IN 46036  
Phone: 765-552-3007      Fax: 765-552-8372

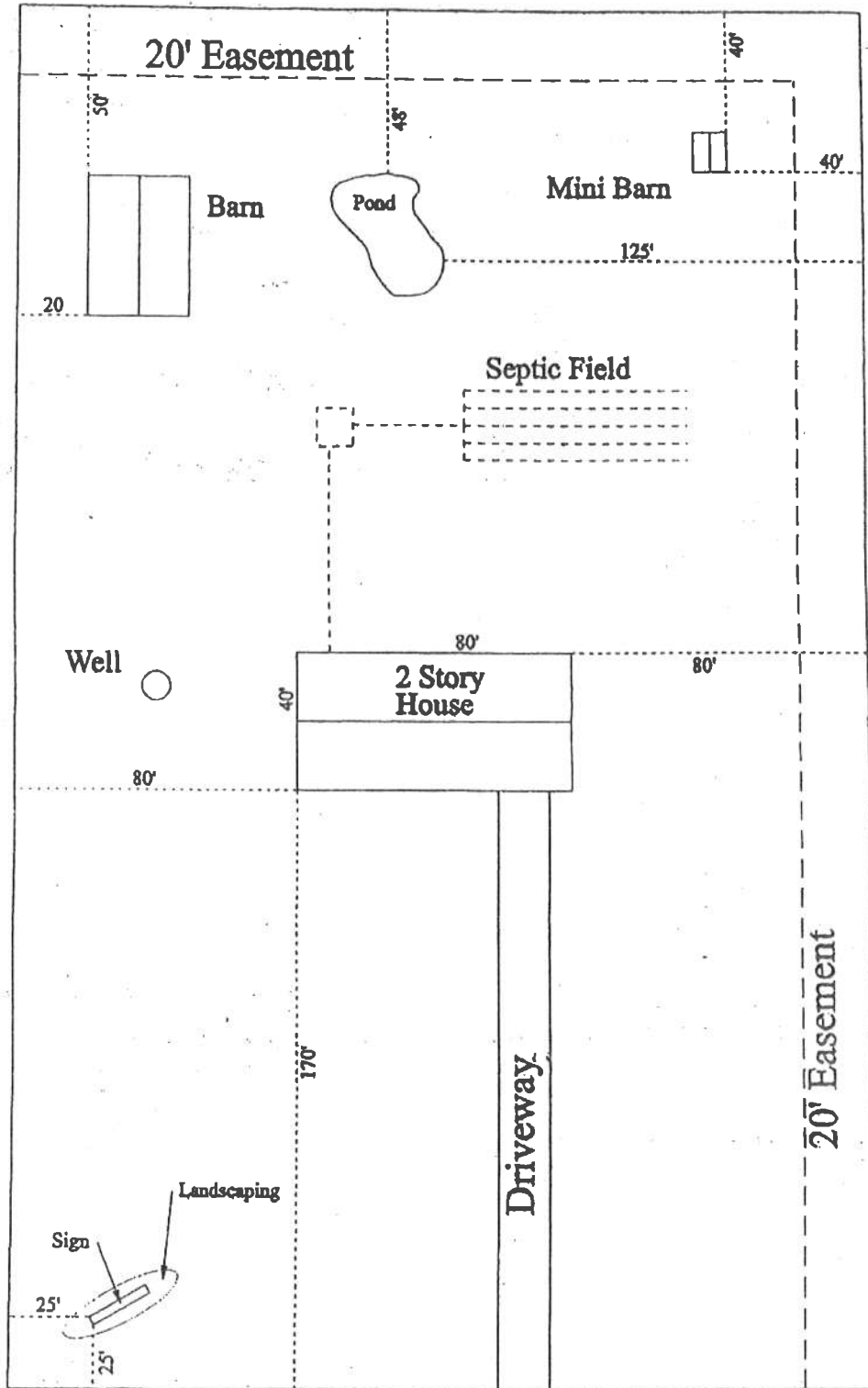
\_\_\_\_\_  
**Tom Doan**  
Building Commissioner

Example  
only



Redraw to show  
your building.

WALL SECTIONS



Ⓢ

Street Name

## REQUIRED INSPECTIONS AND PRODECURES

The following inspections are required. Each inspection must be approved before continuance to the next phase of construction. An approved inspection will consist of the date and signature of the Building Inspector on the **JOB SITE BUILDING PERMIT**. If the permit, or approved drawings, are not accessible or cannot be located at the rough-in stage, the inspection will be rejected. There is a **\$30.00** (thirty dollar) fee for any rejected and/or missed inspections. *No inspections will be made until all fees have been paid.*

### A NOTICE OF 24-HOURS WILL BE REQUIRED FOR ALL INSPECTIONS

- Footing Inspection
- Foundation/Slab Inspection
- Fireplace Inspection
- Final Inspection

#### A) FOOTING

- a. Inspection required before footing is poured
- b. Grade stakes to be in place for inspection
- c. Double check site distance required and setbacks to property lines

#### B) FOUNDATION/SLAB

- a. Inspection required before foundation is poured/laid
- b. Check Building Code for anchor bolt location
- c. Basement waterproofing, plastic membrane and all perimeter drainage to be installed before inspection
- d. Check Building Code for crawl space access and ventilation requirements
- e. All heating and plumbing to be inspected before pouring the floor slab
- f. Sump pit to be installed in crawl space: check Building Code for location and grading

#### C) ROUGH-IN FRAMING

- a. Rough-in of electrical wiring, plumbing and heating
- b. House to be weather-tight
- c. Check Building Code for cutting and notching, bracing and fire stopping
- d. DO NOT insulate before rough-in inspection
- e. If trusses or factory-made beams are used, certification by a registered Indiana architect or engineer is required before inspection
- f. Fireplace inspection is to take place at time of rough-in inspection

#### D) FINAL

- a. An approved final inspection is required prior to a certification of occupancy being issued **AND** prior to occupancy of the structure for which the permit was issued
- b. All electrical, mechanical and plumbing work is to be completed and working
- c. All prior inspections are to be approved
- d. All required documents and/or certifications are to be filed on
- e. All decks and required landings are to be installed
- f. Crawl space shall not be standing in water and must be reasonably dry
- g. Smoke alarms are to be installed as required by the building code
- h. Handrails and guard rails are to be installed as required by the building code
- i. Flooring/finished walls, ceilings, all electrical, plumbing mechanical fixtures in place and in working order
- j. Site grading/draining features and erosion control completed
- k. Required landscaping in place
- l. Sidewalks/drives in place per approved plans

The existing Section 153.73(A) through (K) shall be deleted and replaced with the following:

### **Section 153.73 Permit Fees**

- (a) Improvement location permits (new construction and remodeling)
  - 1. **Single-family dwelling:** \$75.00 plus \$.06 per sq. ft. + inspection fees + certificate of occupancy/completion
  - 2. **Two-family dwelling:** \$75.00 plus \$.06 per sq. ft. + inspection fees + certificate of occupancy/completion per unit
  - 3. **Accessory structures:** \$75.00 plus \$.04 per sq. ft. + inspection fees + certificate of occupancy/completion
  - 4. **Multi-family dwelling:** \$100.00 plus \$.06 per sq. ft. + inspection fees + certificate of occupancy/completion per unit
  - 5. **Commercial or Industrial:** \$125.00 plus \$.06 per sq. ft. + inspection fees + certificate of occupancy/completion per unit
  - 6. **Free standing sign** (a permanent sign supported by one or more uprights or poles not attached to anything): \$75.00
  - 7. **Single-wide mobile home**
    - a. Non-permanent foundations: \$150.00 includes electrical/occupancy inspections
    - b. Permanent foundations: \$180 includes electrical/occupancy inspections
  - 8. **Modular home:** \$200 includes foundation, electrical and completion inspections
  - 9. **Portable shed:** \$60 (no permit required if less than 160 sq. ft.)
  - 10. Inspection fees
    - a. Footing: \$30
    - b. Foundation: \$30
    - c. Rough-in (framing, electrical, plumbing): \$30
    - d. Final: \$30
  - 11. Inspection fees in two-family, multi-family, and commercial apply to each unit
  - 12. **Re-inspection** due to failed inspection: \$30
  - 13. Any improvement location permit issued after construction has begun will include a \$100 fee for late application
  - 14. **Fence** (lot line inspection): \$30
  - 15. **Demolition permit**
    - a. Residential: \$70
    - b. Commercial \$100 plus \$.02 sq. ft.
  - 16. **Water and sewer lateral:** \$30
- (b) **Certificate of occupancy** (new construction): \$40
- (c) **Certification of completion:** \$30
- (d) **Petition to amend ordinance re-zoning:** \$100
- (e) **Petition to Board of Zoning Appeals:** \$100
- (f) **Temporary trailer permit:** \$100 (good for 6 (six) months)
- (g) **Renewal of temporary permit:** \$50
- (h) Petition for plat approval the greater of \$150 or \$2 per lot or which is greater
- (i) **Swimming pool location permit:** no assessment required for approval as not to interfere with utilities, public rights-of-way, public safety, and homeowner safety
- (j) Any person filing an application or petition pursuant to this Section shall assume the cost of any required public notice; and
- (k) Contract registration fee is \$100 per year

**Contractor / Sub-Contractor Registration Application**

**City of Elwood**

**Building & Planning Dept.**

**1505 South B Street, Elwood, IN 46036**

**765-552-3007-Off. / 765-552-8372- Fax.**

Application Fee

Granted Date

Registration #

**\$100 Application fee due yearly!** (Make checks payable to the City of Elwood)

**A copy of Liability Insurance must be attached to Application for Registration!**

Full Name or Business Name

Classification(s) Requested (See Chart Below)

Mailing Address

City

State

Zip Code

Date of Birth

Social Security #

Driver License #

Telephone #

Fax #

Email address

**List of Classifications**

- |  |             |   |             |   |             |
|--|-------------|---|-------------|---|-------------|
| <input type="checkbox"/> General Engineering Contractor            | <b>A</b>    | <input type="checkbox"/> General Manufactured Housing | <b>C-47</b> | <input type="checkbox"/> Tile (Cermic & Mosaic) | <b>C-54</b> |
| <input type="checkbox"/> General Building Contractor               | <b>B</b>    | <input type="checkbox"/> Insulation and Acoustical    | <b>C-2</b>  | <input type="checkbox"/> HVAC                   | <b>C-20</b> |
| <input type="checkbox"/> Boiler, Hot-Water Heating & Steam Fitting | <b>C-4</b>  | <input type="checkbox"/> Landscaping                  | <b>C-27</b> | <input type="checkbox"/> Water Conditioning     | <b>C-55</b> |
| <input type="checkbox"/> Building Moving/Demolition                | <b>C-21</b> | <input type="checkbox"/> Lock & Security Systems      | <b>C-28</b> | <input type="checkbox"/> Welding                | <b>C-60</b> |
| <input type="checkbox"/> Carpentry, Cabinet and Millwork           | <b>C-5</b>  | <input type="checkbox"/> Masonry                      | <b>C-29</b> | <input type="checkbox"/> Well Drilling          | <b>C-57</b> |
| <input type="checkbox"/> Concrete                                  | <b>C-8</b>  | <input type="checkbox"/> Painting & Decorating        | <b>C-33</b> | <input type="checkbox"/> Limited Specialty*     | <b>C-61</b> |
| <input type="checkbox"/> Drywall                                   | <b>C-9</b>  | <input type="checkbox"/> Pipeline                     | <b>C-34</b> |   |             |
| <input type="checkbox"/> Earthwork and Paving                      | <b>C-12</b> | <input type="checkbox"/> Plumbing                     | <b>C-36</b> |   |             |
| <input type="checkbox"/> Electrical                                | <b>C-10</b> | <input type="checkbox"/> Refrigeration                | <b>C-38</b> |   |             |
| <input type="checkbox"/> Electrical Sign                           | <b>C-45</b> | <input type="checkbox"/> Roofing                      | <b>C-39</b> |   |             |
| <input type="checkbox"/> Elevator                                  | <b>C-11</b> | <input type="checkbox"/> Sanitation Systems           | <b>C-42</b> |   |             |
| <input type="checkbox"/> Fencing                                   | <b>C-13</b> | <input type="checkbox"/> Satellite/Cable              | <b>C-43</b> |   |             |
| <input type="checkbox"/> Fire Protection                           | <b>C-16</b> | <input type="checkbox"/> Structural Steel             | <b>C-51</b> |   |             |
| <input type="checkbox"/> Flooring and Floor Covering               | <b>C-15</b> | <input type="checkbox"/> Swimming Pool                | <b>C-53</b> |   |             |

\*C-61 Limited Specialty, is for a specialty contractor whose operations as such are the performance of construction work requiring a special skill not included in the other specialty classifications or only a part of a specialty classification.



## ZONING MINIMUM REQUIREMENTS

District	Lot Area	Lot Area per Family	Lot Width	Front Yard Depth	Side Yard Width**	Rear Yard Depth*
	Square Feet	Square Feet	Feet	Feet	Feet	Feet
C-1	80,000	80,000	200	40	20	20
A-1	20,000	20,000	100	35	15	20
R-1	9,500 **	9,500	75	35	10	20
R-2	7,200 **	3,600	60	30	8	10
R-3	6,000 **	2,000	50	20	8	10
B-1	7,200 **	3,500	60	30	8	10
B-2	3,000 **	3,500	30	0	0	10
B-3	10,000 **	3,500	100	30	10	10
I-1	20,000	N/A	100	30	20	20
I-2	80,000	N/A	200	40	20	20

### Notes to table

\* Principal structures

\*\* The minimum lot area shall be 20,000 square feet if the lot is not served by a community sanitary sewer system approved by The State Board of Health

N/A = Not applicable

B - Lots which abut on more than one thoroughfare shall provide the required front yards along every thoroughfare, except alleys

C - No portion of a principal structure, whether open or enclosed including garages, porches, carports, balconies, roofs and platforms have normal grade level, shall project unto any minimum front, side or rear yard. Accessory structures may not be located closer than five feet to the rear side property lines.

D - In any residential district where at least 25% of the lots in a block are occupied by existing residential structures, the minimum depth of a front yard may be the average of the depths of the front yards of the existing residential structures.

('66 Code, § 3-1-2-11) (Ord. 1172, passed 10-3-66) Penalty, see § 10.99