

INSTRUCTIONS FOR IMPROVEMENT LOCATION PERMIT

*****READ CAREFULLY TO AVOID DELAYS*****

These instructions assist in securing an improvement location permit. For complete details, the Madison County Land Use & Development Code is available in its entirety at www.madisoncounty.in.gov or in the Planning Commission Office.

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

- ☐ Completed Application- (Fill in ALL blanks with proper information or N/A)
- ☐ Building Elevations showing all sides of proposed building (e.g. windows/doors)
- ☐ Blueprints/Building plans – **1 Set for EVERY APPLICATION.**
 - *New Home plans MUST be engineer stamped or cad drawn. If your home is a Barndominium or Container home you **MUST** include a letter from the builder stating building will be constructed according to Indiana building code.
 - *Must include truss specs (engineer stamped)
 - *Must include wall section with building height to peak of roof
- ☐ License/certification for all Electricians and Plumbers
- ☐ Site plan must show:
 - NEW HOMES:**
Lot drawn to scale with Road Names, Distance to property lines on all 4 sides, N (north) Arrow, Driveway and what scale is being used. Acceptable scales: 1" = 10', 20' or 30'.
 - ALL OTHERS:**
Lot drawn to scale with Road Names, Distance to property lines on all 4 sides as well as other structures on the property, N (north) Arrow, Driveway Must be clear and accurate
- ☐ Driveway Permit - If on a State Road, call INDOT (317-462-7751). All other driveway permits (county or private) come from the Planning Department ***Need driveway application on all new homes and any new cuts made from the road***

Additionally, the following is needed for **New Homes or bedroom additions:**

- ☐ Copy of sewer/septic permit - If you will be hooking into sanitary sewers, a signed agreement or proof of tap fee paid is needed. If you will be on a private septic system, a letter from the Madison County Health Department approving your plans is required. This letter will be one (1) page and have "Approved by and the date" in the upper right-hand corner.

After submitting ALL required documentation, your application will be reviewed. During review, additional information may be requested. **This process normally takes seven (7) to ten (10) business days.** We will contact you via email or by phone when your permit is ready. Payment is due before the permit is issued.

Madison County Planning Commission
16 E. 9th Street, Room 200, Anderson, IN 46016
Ph: (765) 641-9541 Fax: (765) 648-1361
www.madisoncounty.in.gov

Permit Number: _____

Date: _____

BUILDING PERMIT APPLICATION

Owner's Information

Name _____ Phone # (s) _____

Address, include City, State & Zip Code

Property Information

Subdivision Name, if applicable _____ Lot # _____

Project address

Township: _____ Parcel Number 48- _____

****This can be found by going on the Beacon website and typing in owner name or address. ****

Construction Information

Improvement type (what are you building) _____

of stories _____ Structure Type (stick built, modular, manufactured) _____

Foundation type – Basement, Crawl, or Slab _____

Floor Const.: I-Joists or Dimension Lumber

Roof: Trusses or Dimension Lumber

If trusses, mfg. by whom? _____

Total height of proposed building from ground level to highest point: _____

Fireplace? _____ If yes, prefab or masonry? _____

of Garage bays _____ # of bedrooms _____ # of bathrooms _____

Will it have: Porch _____ Patio _____ Deck _____

Heat: Gas Electric Propane Water heater: Gas Electric Propane

Electric service provider _____

Total square feet or dimensions of improvement _____

Estimated cost of improvement _____

Sewer Connection or Septic System

Construction to include: (circle all that apply)

Electric Plumbing HVAC Footer Foundation Underslab None

Must provide license/certificate for electricians and plumbers

DISCONNECT
REQUESTED FOR
ALL NEW ELECTRIC
SERVICE AND
UPGRADED METER
BASE

Contractor Information

Contractor name _____ Phone # _____

Contractors Email: _____

send to: izabella.kelly-rigney@madisoncounty.in.gov

HARD COPY MAY BE REQUESTED TO BE MAILED IN

Signature of Landowner/Applicant/Builder

The above and foregoing information is true and correct to the best of my knowledge.

Signature of owner/applicant/builder

Date

Who shall we contact when permit is ready? _____

Phone number _____ Email: _____

Send Certificate of Occupancy to: _____

OFFICE USE ONLY FROM THIS POINT

MADISON COUNTY SURVEYOR

Date: _____ Improvement Type: _____

- ☐ County Regulated Drain located on property.
☐ Not aware of a County Regulated Drain on property.

Drain Name if applicable: _____

Comments: _____

State Parcel ID# _____

Flood Plain Map Number 18095C _____ D

Date Reviewed _____ Local Key # _____ Township & Section No. _____

Zoning district _____ Split date _____ MCPC pet. # _____ BZA pet. # _____

Road classification: Local Collector Arterial Half ROW 30 40 50

Required setbacks: front _____ plus ROW = _____ sides _____ rear _____

Proposed setbacks: front _____ plus ROW = _____ sides _____ rear _____

Notes & restrictions:

Approved by _____ New address issued: _____
