Floyd County
Department of Building & Development Services
2524 Corydon Pike Suite 203
New Albany, IN 47150
Phone: (812) 981-7611
Fax: (812) 948-4744
Building@floydcounty.in.gov

Checklist for Building Permit Application

The following materials shall be submitted and reviewed by the Floyd County Department of Building & Development Services PRIOR to the approval of a residential building permit. If any of the materials are absent, the building permit WILL NOT BE ISSUED until all required materials are submitted. Please allow 2 business days for review of your permit application.

☐ **Complete Application Form**

☐ **Health Department Approval or Sewer Tap-in Receipt**

- **For New Dwellings**: Septic Permit or Sewer Tap-in Receipt
- **For Accessory Structures/Rehabs/Additions**: FCHD Site Approval Permit (if septic is on site)

☐ **Site Plan Detailing:**

- All Property lines & streets
- Location and size of all existing and proposed structures
- Location of all existing underground and above ground LP gas tanks
- Setback distances from proposed structure to property lines and County right-of-way
- The location of all existing and proposed driveways, including material and culvert location and size (if applicable)
- The location of all drainage, utility, and road easements located on the property
- Arrows indicating direction of post-construction water drainage
- North arrow

Note: Applications for <u>new single family dwellings</u> require a site plan from an Indiana Licensed Surveyor or Engineer

☐ **Copy of Recorded Deed or Purchase Contract**

☐ **Building Plans Detailing:**

- Elevations (front, back, both sides)
- Wall Section (cross-section), Stairway Detail, Deck Construction Details (if applicable)
- Door and window detail
- Foundation Plan
- Floor Plans for each level of building

For Manufactured Homes

- Pictures of HUD Data Plate and Data Label; or Indiana Modular/Mobile Insignia floor plans
- Pier layout tie-down/anchoring specifications

Note: If proposed structure lies within an existing subdivision, please check with the controlling entity to ensure conditions are met.

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Building Permit Application

New Single Family Dwelling, Addition, Renovation/Rehab, Accessory Structure

Applicant/Owner Information

Applicant: _____ Date: _____

Phone: _____ Email: _____

Project Address: _____
Street Address *City* *ZIP Code*

_____
Tax ID or Parcel No. (If available) *Subdivision Name and Section (if applicable)* *Lot Number*

Property Owner: _____ Telephone: _____
Name

Address: _____
Street Address *City* *State* *ZIP Code*

Project Information

- ☐ New Single Family Dwelling
- ☐ Addition to Existing SF Dwelling
- ☐ Renovation/Rehab to Existing SF Dwelling
- ☐ Accessory Structure (Post Building/Detached Garage/In-Ground Pool)

Scope of Work: _____

_____

Electrical Service (*Harrison or Clark REMC, Duke*): _____ Water Utility Provider: _____

Contractor Information

General Contractor: _____
Address: _____
City/State/Zip: _____
Phone: _____
Email: _____

Plumbing: _____
Phone: _____
Email: _____
License #: _____

Energy Rating Company: _____
Phone: _____

Electrical: _____
Phone: _____
Email: _____

What Electrical Provisions Are Being Used?

- ☐ 2020 Indiana Residential Code

OR

- ☐ 2009 Indiana Electrical Code

Mechanical/ HVAC: _____
Phone: _____
Email: _____

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Square Footage

Square Footage of Project: **(In additions/rehabilitations, this pertains ONLY to the scope of work included in this project)**

Square Footage Totals:	Finished SQFT	Unfinished SQFT	Total
Basement (if applicable)			
1St Floor (excluding garages and covered porches/patios)			
2ND Floor (excluding covered porches and/or patios)			
Garage	*Not Applicable*	*Not Applicable*	
Total SQFT of any covered porches, covered patios, and/or ANY deck 30" or more above adjacent grade	*Not Applicable*	*Not Applicable*	
Total SQFT:			

No. of Bedrooms *No. Full Bath* *No. Half Bath* *Total No. Bathrooms* *Est. Cost of Project*

Disclaimer and Signature

The plans which have been furnished to the Floyd County Department of Building & Development Services are a basis upon which Floyd County is entitled to act in issuing or revoking any permit or certificate of compliance. The plan(s) are incorporated, by reference, into this application. If there is any misrepresentation in this application or any associated documents, Floyd County may revoke any permit or Certificate of Occupancy issued in reliance upon such representation. I agree to comply with all Floyd County Ordinances, permit conditions, and State statues which regulate the building and construction, use, occupancy, and site development, and grant Floyd County Officials the right to enter onto the property for the purpose of inspecting work related to this permit and/or posting any notices deemed necessary. I understand that, should I fail to have work ready for inspection and a reinspection is deemed necessary, a reinspection fee of $50 may be assessed. Furthermore, I understand that the 2005 Indiana Residential Code, as it pertains to energy efficiency (675 IAC 14-4.3 139.1), mandates a permanent certificate to be posted on or in the electrical distribution panel, and my failure to ensure that this posting is in place at time of final inspection of a new dwelling will result in an automatic failure of inspection and $50 reinspection fee. Spec sheets for all engineered materials are required to be on site during times of construction for inspector reference. Failure to do so may result in a delay in your inspection process.

As the applicant for a building permit, I understand that I am required to request all inspections before a building can be occupied. Under Floyd County Zoning Ordinance 2006-6, it is unlawful to occupy a building until a Certificate of Occupancy has been issued by the Floyd County Building Commissioner. There are no exceptions to this rule. Under the terms of the Ordinance, I have an obligation to obtain a Certificate of Occupancy. I further acknowledge that I may be fined in accordance with Floyd County Zoning Ordinance 2006-6 in the event that I fail to comply with this requirement. I acknowledge that it is my obligation to inform the occupant of the structure if a Certification of Occupancy has not been issued, or if any outstanding code violations exist. I acknowledge my obligation to obtain a Certificate of Occupancy under Floyd County Zoning Ordinance 2006- 6, and understand that I have an obligation to advise any potential occupant of my failure to have final inspection completed and/or have a Certificate of Occupancy issued.
I certify that my answers are true and complete to the best of my knowledge.

Signature:_____Date:_____

Fee Schedule

Residential

Single Family or Two Family Dwelling (excluding garage, attic areas, etc.)	$200 base fee plus $.10 per square foot of floor area
Multi-Family Dwelling	$300 per unit
Accessory Structures Detached Garage	$40 minimum or $.10 per square foot of floor area
Accessory Structures Attached Garage	$100 minimum or $.10 per square foot of floor area
Additions	$55 base fee plus $.10 per square foot of floor area
Interior Remodel	$40 base fee plus $.10 per square foot of floor area
Swimming Pool	$175
Temporary Mobile Home	$155 first two years $300 per year after first two years

Commercial and Industrial

Commercial and Industrial Structures	$350 base fee plus $.10 per square foot of floor area
Interior Remodel	$75 base fee plus $.10 per square foot of floor area
Accessory Structures and Additions	$100 minimum plus $.10 per square foot of floor area

Other Structure Fees and Fines

Change in Electrical Service	$40
Parking Structure	$10 per parking space
Re-Inspection	$50 Residential $120 Commercial/Industrial
Early Bird Fine (Start of construction prior to permit issuance)	Twice the amount of permit
Variance Fine (construction did occur as per approved site plan)	Five times the cost of the permit plus the cost of the variance
Zoning Code Violations	$50 per day per violation

Compliance with IC 22-11-21

Firefighter Safety Notification

(effective 7/1/18)

LOCATION:

Street Address: _____ County: _____

Type of Structure: _____ Township: _____

LOT #: _____ Subdivision: _____

*** This applies to Class 1 or Class 2 structures.
Floyd County is required to notify local fire departments and local 911 call centers when "advanced structural components" (lightweight I-joists or lightweight roof trusses) are utilized in the construction of Class 1 or Class 2 structures. "Advanced structural components" are defined as:

(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.

Location of Advanced Structural Components:

☐ Floor Type of Advanced Structural Component: _____

☐ Roof Type of Advanced Structural Component: _____

☐ Both Type of Advanced Structural Component: _____

☐ None

Completed by:

_____ Date _____/_____/_____
Signature

_____ Title _____
Print Name

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SUPPLEMENTAL
CONSTRUCTION STATISTICS SHEET

The set of building plans must include a drawing of each floor (specifying the dimension and use of each room); foundation plans; and a detailed cross-section. Please show the size, spacing, grade, and species of lumber used for floor joists. If the size, spacing, grade, species, or direction of span varies within the structure, please indicate ***each*** variation.

For additions and rehabilitations: Please indicate walls to remain and walls which are to be removed. Also, please label the use of all rooms adjacent to the proposed addition/rehab.

Foundations:

Basement: _____

Crawl Space: _____

Slab on Grade: Other: _____

Footer Size: _____

Wall Size: _____

_____

Girder/Header Beam:

Steel/LVL: _____

Lumber Size: _____

Species Type: _____

Grade: _____

Wall Framing: _____

2X4: _____

2X6: _____

Spacing (O.C.): _____

Rafter Systems:

Rafters: _____

Trusses: _____

Lumber Size: _____

Species Type: _____

Grade: _____

Spacing (O.C.): _____

Ceiling Joist:

Lumber Size: _____

Species: _____

Grade: _____

Spacing (O.C.): _____

Floor Joist:

Lumber Size: _____

Species Type: _____

Grade: _____

Spacing (O.C.): _____

Joist Span: _____

Fireplace: _____

Factory Built: _____

Gas/Electric: _____

Other: _____

Electrical:

100A: _____

200A: _____

Other: _____

Location: _____

Sub Panel(Y/N): _____

100A: _____

200A: _____

Other: _____

Location: _____

Sample Accessory Structure Site Plan Diagram

*The site plan **must show** the following to be accepted:*

- ☐ North Arrow
- ☐ Road Frontage
- ☐ Access/Driveway and Culvert Location (if applicable)
- ☐ Location of all structures and specific use
- ☐ Distances between structure and property lines
- ☐ Easements and/or right-of-way
- ☐ Location of all underground and above ground LP Tanks
- ☐ Property Lines and dimension of proposed structure

Draw at scale (Each square is _____ = 10')

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Homeowner's Location of Accessory Structure on Plot Diagram Affidavit

I,_____, am submitting an alternate site location plan in lieu of a survey done by a licensed surveyor for the property located at

_____in Floyd County, Indiana.

By signing this document I agree to place the structure in the location presented to staff. I understand that there may be errors in dimension and location, therefore, I accept all legal responsibility and consequences for violation of easements, zoning code, and drainage.

Signature: _____ Date: _____

Permit #_____

SUBSCRIBED AND SWORN BEFORE ME

THIS _____ DAY OF _____, 20_____.

_____

NOTARY PUBLIC _____

COUNTY _____

MY COMMISSION EXPIRES _____

Safety Information for Residential Pools
675 IAC 14-4.3-296 Safety features

Sec. 296. Section S4226 Safety features is added as follows:

(1) S4226.1 A residential pool shall be provided with a suitable handhold around its perimeter in areas where depths exceed three (3) feet six (6) inches. Handholds shall be provided no further apart than four (4) feet and shall consist of any one (1) or a combination of items listed as follows:

(A) Coping, ledge, or deck along the immediate top edge of the pool that provides a slip-resisting surface of at least four (4) inches minimum horizontal width and located at or not more than twelve (12) inches above the waterline.

(B) Ladders, stairs, or seat ledges.

(C) A secured rope or railing placed at or not more than twelve (12) inches above the waterline.

(2) S4226.2 Rope anchor devices shall be installed at a minimum of one (1) foot and a maximum of two (2) feet on the shallow end side of a point of change in floor slope. In pools where the slope change occurs in water depths less than four (4) feet six (6) inches, a transition rope supported by buoys shall be installed.

(3) S4226.3 Access to residential pools shall be restricted by one (1) of the following means:

(A) Walls or fencing not less than four (4) feet high and completely surrounding the pool and deck area with the exception of self-closing and latching gates and doors, both capable of being locked.

(B) Other means not less than four (4) feet high and deemed impenetrable by the enforcing authority at the time of construction and completely surrounding the pool and deck area when the pool is not in use.

(C) A combination of clauses (A) and (B) that completely surrounds the pool and deck with the exception of self-closing and latching gates and doors which are capable of being locked. This applies to clauses (A) and (B) and this clause only.

(D) A power safety pool cover that:

(i) shall provide a continuous connection between the cover and the deck, so as to prohibit access to the pool when the cover is completely drawn over the pool;

(ii) shall be mechanically operated such that the cover cannot be drawn open or retracted without the use of a:

(AA) key; or

(BB) key and switch; or

(CC) touch pad with a personal access code;

(iii) is installed with track, rollers, rails, guides, or other accessories necessary to accomplish items (i) and (ii), in accordance with the manufacturer's instructions; and

(iv) shall bear an identification tag indicating that the cover satisfies the requirements of ASTM F 1346–19 (Reapproved 2003), Standards Performance Specification for Safety Covers and Labeling Requirements for All Covers for Swimming Pools, Spas, and Hot Tubs, as published by ASTM International, 100 Barr Harbor Drive, PO Box C700, West Conshohocken, Pennsylvania 19428-2959 for power safety pool covers.

(4) S4226.4 Not less than the following lifesaving equipment shall be installed with each residential swimming pool:

(A) A ring or throwing buoy fitted with forty (40) feet of one-fourth (1/4) inch diameter line.

(B) A pole not less than twelve (12) feet in length.

(C) Access to a telephone.

(Fire Prevention and Building Safety Commission; 675 IAC 14-4.3-296; filed Mar 25, 2011, 10:19 a.m.: 20110420-IR-675090789FRA; readopted filed Aug 4, 2011, 8:35 a.m.: 20110831-IR-675110254RFA)

STAFF REVIEW FORM

DEPARTMENT USE ONLY

Received by: _____ Date Received: _____ Time Received: _____

Application #_____ Permit #_____

Applicant Name: _____ **Parcel Number:** _____

Address: _____ **Subdivision/Lot #:** _____

- ☐ Complete Application
- ☐ Site Plan
- ☐ Health Department/Sewer Tap-In Receipt **(**FCHD Permit #/Receipt #_____**)**
- ☐ Building Plans
- ☐ Firefighter Safety Notification IC-22-11-21 Form

Development Standards Review

Zone District: _____ Type of Structure: _____

Minimum Setbacks Required: Front: _____ Side: _____ Rear: _____

Actual Setbacks: Front: _____ Side: _____ Rear: _____

Setbacks Met: Yes/ No

Is Accessory Subordinate to Primary Structure? _____

Minimum Ground Floor Area: _____ Met? Yes/No

Maximum Height: _____ Met? Yes/No Lot Coverage % _____

Located in Flood Zone? Yes/No Located in Steep Slope District? Yes/No

Located in Easement? Yes/No _____

Plan Commission/BZA Approval Needed: Yes/No

Previous Board Action: Docket #: _____ Approval Date: _____

Signature of Staff: _____ Date: _____

Fee Calculation

Base Fee: _____

Garage: _____

_____Total Sq. Ft. x $0.10 =$ _____

Total Due: $_____

Additional Comments:

_____

_____

_____

_____

_____

_____

Development Standards Review Date: _____

Building Plans Review Date: _____

Approval Date: _____