

UNION COUNTY PLANNING DEPARTMENT

2008

PERMIT PROCEDURE INFORMATION

Union County Ordinance 6-101-7
Town of Liberty Ordinance 1996-5
Town of West College Corner Ordinance 1996-2

CAUTION!
PLEASE READ CAREFULLY
BEFORE YOU PROCEED

Union County Planning Department
Union County Courthouse
6 West South Street – Suite 1
Liberty, IN 47353
(765) 458-5044
Fax (765) 458-5044

www.ucapc.com

Peggy Vannoy, Executive Director
Jack Bailey, Building Inspector

WHEN A BUILDING PERMIT IS REQUIRED

A permit shall be obtained from the Union County Planning Department before beginning any construction, alteration, or repair of any building or structure, **the cost or estimated value of which exceeds \$1,000.00.**

HOW TO APPLY FOR A BUILDING PERMIT

This depends upon which class of building you are constructing or altering. There are two (2) types and they are defined below.

A. Class 1 Structure: A building or structure that is intended to be used or is occupied or otherwise used in any part by any of the following:

1. The Public
2. Three (3) or more tenants
3. One (1) or more persons who act as employees of another

For Class 1 Structures an Application for Design Release must be submitted to the State Building Commissioner and the State Fire Marshall. These forms are available at the Planning Department. Once the State's Plan Review Division releases your plans, the Planning Department will issue your permit, after receiving copies of all State released plans, the required documents for Union County (see page 2), and the required fee payment. This includes alterations, remodeling, rehabilitation, and additions to your Class 1 Structure. For exemptions from design release requirements, contact the Planning Department.

B. Class 2 Structure: A building or structure that is intended to contain the following:

1. One (1) dwelling unit or two (2) dwelling units unless any part of the building or structure is used as a Class 1 Structure. This includes manufactured homes and temporary structures.
2. Any outbuilding for a structure described in Section 1 above, unless any part of the outbuilding is regularly used as a Class 1 structure. These include:
 - 1) Garages
 - 2) Barns
 - 3) Swimming Pools

For Class 2 Structures the Planning Department will issue your permit after receiving all the required documents, see page 2, and the required fee payment. This includes alterations, remodeling, rehabilitation and additions to your Class 2 structure.

**NO PERMIT WILL BE ISSUED UNTIL ALL
INFORMATION REQUIRED HAS BEEN RECEIVED.**

Please allow two to three business days for the issuance of your permit.

To review your Building Permit Application and issue a Building Permit, the Planning Department requires the following:

Application Deed Septic Permit or Sewer Tap Permit Site Plan Building Plan Taxes Paid

Application: A Building Permit Application, which is attached to this handbook.

Deed: A copy of a recorded deed or recorded contract. Contact the Union County Recorder's Office.

Septic Permit: When applicable, a copy of the Septic Permit for a new installation, an existing system, or an alteration or repair of an existing system. Contact the Union County Health Office, Ron Parker, Sanitarian, at (765) 458-5393.

Sewer Tap Permit: When located in Liberty or West College Corner, the town will issue a Sewer Tap Permit. Contact the respective town to obtain this permit. When located within the Brookville Lake Regional Waste District, the District Office in Liberty will issue a letter of availability or the sewer tap permit.

Site Plan: Drawn to scale to show:

- Outline of property boundaries in feet.
- Location of roads and road names.
- Location of dwelling and all other existing or proposed structures on property showing: front yard, rear yard and side yard set backs in feet
- Location of existing or proposed septic systems, existing or proposed source of water supply, water service lines, gas service lines, sewer service lines, underground utility lines, natural drainage ways, ditches, drainage tiles, streams, ponds and lakes on the property and on adjoining properties if located within 50 feet of your property line.
- Driveways
- North

Building Plans: The plans must include a drawing of each floor showing dimensions and use of each room and a drawing of the foundation plan. Manufactured homes require a copy of the manufacturer's installation instructions.

Taxes: If any taxes on any real estate or personal property in Union County are in arrears by a person, developer, business owner, corporation or agent of any of the preceding said taxes shall be paid in full before any building or improvement permit may be issued.

SCHEDULING INSPECTIONS

Each owner or owner's representative is responsible for requesting each inspection. A minimum of 24 to 48 hours notice must be given by calling (765) 458-5044. However, footer inspection requests received before 9:00 a.m. will be given priority and completed the same day, whenever possible. When phoning, have available the name as it appears on the permit, address of project and type of inspection required.

NOTE: Reinspections of work found to be incomplete or not ready for inspection at an inspection requested by the owner or owner's representative are subject to a reinspection fee of \$25.00, payable before the reinspection will be completed.

WHEN INSPECTIONS ARE REQUIRED

No concrete shall be placed for foundations without prior inspection. No electrical, mechanical, plumbing, or thermal insulation work shall be covered without prior inspection.

1. FOOTER
2. FOUNDATION/CRAWL
3. FOUNDATION/BASEMENT
4. REBAR/CONCRETE WALLS
5. UNDERSLAB/PLUMBING
6. UNDERSLAB
7. FRAMING
8. PLUMBING
9. ELECTRICAL
10. INSULATION
11. FINAL

CERTIFICATE OF OCCUPANCY

It shall be unlawful to occupy any building or structure unless a full, partial or temporary certificate of occupancy has been issued.

FEE SCHEDULE FOR BUILDING PERMITS

<u>Type of Construction</u>	<u>Permit Fee</u>
Single & Two Family Dwellings (Conventional, Manufactured, Mobile)	\$150 + \$.07/sq ft over 1,500 sq ft
Multi Family Dwelling	\$200 first unit + \$30 each additional unit
Commercial/Industrial & Additions/Alterations (Hotels, Motels, Educational, Institutional, Church, Public, Warehouses, Bulk Storage)	\$175 + \$.03 sq ft Max \$2,000
Residential Additions/Alterations (Attached Garages)	\$100 + \$.07 sq ft over 500 sq ft
Residential Accessory Buildings	\$75 + \$.07 sq ft over 500 sq ft
Decks, Porches, Awnings	\$50
Signs	\$50
Swimming Pools	\$50
Temporary Structures	\$50
Ag Buildings	\$25
Subdivisions/Developments	\$250 + \$50 per lot
Re-inspection Fees	\$25
Other Plan Commission	\$75
Board of Zoning Appeals	\$75
Zoning Ordinance/Subdivision Ordinance	\$20/\$10

If the permit is not issued prior to the beginning of construction, a penalty of Fifty Dollars (\$50) will be assessed by the Executive Director and shall be paid to the Union County Planning Department prior to the issuance of the permit.

Union County Planning Department
 6 West South Street - Suite 1, Liberty, Indiana 47353-1350
 (765) 458-5044 Fax (765) 458-5044

BUILDING PERMIT APPLICATION

Applicant _____ Phone _____

Address _____
Street/Road Address City State Zip

Property Owner _____ Phone _____

Mailing Address of Property Owner _____

Site Address _____
Street/Road Address City State Zip

Tenant _____
Street/Road City State Zip

_____ Check if a new 911 address is needed.

Contact Person For Project _____ Phone _____

Contractor _____ Phone _____

Contractor's Address _____

Check all appropriate item(s):

_____ Public Sewer _____ Septic System

_____ Public Water _____ Private Water Source

_____ New Home: _____ Stick Built _____ Manufactured _____ Mobile
 _____ Basement _____ Crawl Space _____ Slab

_____ Addition: _____ Basement _____ Crawl Space _____ Slab
 _____ Bedroom _____ Additional Plumbing Fixtures

_____ Remodel: _____ Bedroom _____ Additional Plumbing Fixtures

_____ Other, specify _____

Start Date _____ Complete Date _____ Estimated Value _____

Items unique to this project _____

I, hereby, certify that there are no misrepresentations or falsifications of statements and answers to questions. I am aware that any misrepresentation, falsification, and/or change without notifying the Union County Planning Department is grounds for revocation of the issued permit.

Signature of Applicant _____ Date _____

FOR OFFICE USE ONLY

_____ Deed _____ Septic/ _____ Sewer _____ Site Plan _____ Building Plans _____ # Bedrooms _____ Taxes

Comments: _____

Permit Fee \$ _____ Approved By _____
 Executive Director