

Hancock County Area Plan Commission
111 American Legion Place, Suite 146, Greenfield, IN 46140
Planning (317) 477-1134 Building (317) 477-1133

**PERMIT FOR CHANGE OF USE
AND OCCUPANCY PERMIT**

PLOT PLAN REQUIREMENTS

1. Plot plan must be drawn on a plain sheet of paper to scale from using tax maps with aerials or site maps (Obtained from GIS or on line at www.hancockcoingov.org) or be prepared by licensed surveyor.
2. Submit four (4) sets of plot plans which includes one (1) copy for the County Surveyor.
3. Width and Depth of lot
4. Dimensions between all existing structures and property lines
5. Dimensions of all existing structures
6. Road or street name and number of the subject property
7. North directional arrow
8. Parcel Number of the subject property
9. Location of septic system and well
10. All drainage tiles and widths of drainage and utility easements
11. Location and dimension of all 10' x 20' parking stalls as per County Zoning Ordinance requirements and one additional stall for each employee
12. Landscaping shown as per County Zoning Ordinance requirements
13. If the project is located within the corporate boundaries of Fortville the plot plan must bear the Town's approval

SUBMITTAL REQUIREMENTS

1. Attached Hancock County Permit Application.
2. Drainage and floodplain approval stamps from the County Surveyor's office.
3. Proof of driveway permit from County Highway or INDOT
4. Permit from County Health may be required if using individual septic systems or proof of payment for connection town sanitary sewer and water utilities
5. Details of any remodeling or construction two (2) sets.
6. Building floor plan two (2) copies.
7. Construction Design Release from the State Department of Homeland Security Indiana State Building Commission.
8. Note: A separate permit will be required for any proposed signage.

***PERMITS ARE ISSUED MONDAY THRU FRIDAY
WITH A MINIMUM FIVE (5) BUSINESS DAY TURN-AROUND***

HANCOCK COUNTY PERMIT APPLICATION
Planning & Building / Surveyor / Health / Highway / Assessor

PERMIT TYPE (Circle): Cellular Facility / Change of Use / Commercial / Deck / Electrical / Garage /
Garage Enclosure / New Residence / Pole Barn / Pool / Room Add'n / Screened Porch / Shed / Sign /
Other _____

OFFICE USE: Flood Zone _____ Panel # 18059 _____ Erosion Fee _____
Zoning _____ Drainage Permit # _____ Septic Permit # _____ Driveway Permit # _____

OWNER/BUILDER INFORMATION: Owner of Parcel at Time Structure was Built _____ Date _____
Property Owner Name _____ Phone _____
Property Owner Address/City/Zip _____
Project Address / Location/City/Zip _____
Contractor Name _____ Phone _____
Contractor Address/City/Zip _____
Person Obtaining Permit _____ Phone _____
Address/City/Zip _____ Company Name _____

SITE/STRUCTURE INFORMATION: Estimated Cost: Structure _____ + Personal Property _____
Township Name _____ Parcel # _____
Legal Description _____ (Section _____ Township _____ Range _____)
Front Lot Width _____ Right Side Setback _____ Front Setback _____
Left Side Setback _____ Rear Setback _____ Acreage _____
Proposed Use of Building _____ Outside Dimensions _____
Exterior Construction Material _____ Structure Height _____ Foundation Type _____
No. Of Stories _____ 1st Floor SF _____ 2nd Floor SF _____ Floor Type _____
No. Of Bedrooms _____ No. Baths _____ Basement SF _____ Finished _____ Unfinished _____
Ceiling Height _____ Covered Porch SF _____ Garage SF _____ No. Of Cars _____

POOL (Circle): Above Ground / Below Ground / Concrete / Fiberglass / Steel / Underwater Lights / Filter / Liner
Heating – Gas or Electric / Fence / Covering / Safety Equipment / Average Depth _____

CELL TOWER: Type _____ ID # _____ Insurance Carrier _____

ELECTRICAL: Amps. _____ Power Co. _____ (Under ___ Above ___ Ground)