

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

REQUIREMENTS FOR OBTAINING AN ACCESSORY / ALTERATION BUILDING PERMIT

NOTE: Additions equal to or exceeding 50% of the existing ground floor area must meet the application requirements for new construction.

PLOT PLAN REQUIREMENTS

(Submit four (4) copies total including one (1) copy for County Surveyor)

1. Plot plans must be drawn from using tax maps with aeriels or site maps (obtained from GIS, first floor of the Court House Annex) or be prepared by a licensed surveyor.
2. Width and Depth of lot
3. Front setback of proposed accessory/alteration to property line
4. Right and left setbacks of proposed accessory/alteration to property line
5. Distance between proposed accessory/alteration and other buildings on property
6. Dimensions of proposed accessory/alteration building
7. Rear setback of proposed accessory/alteration to property line
8. Road or street name and number of the subject property
9. North directional arrow
10. Location of septic system and well
11. Parcel Number of the subject property
12. All drainage tiles and widths of drainage and utility easements

CONSTRUCTION REQUIREMENTS

(Submit two (2) sets)

1. Foundation Plan showing the new accessory/alteration building footprint
2. Floor Plan showing the new accessory/alteration wall partitions and location of doors and windows.
3. Wall Section detailed drawings showing materials, footers, foundation, wall and roof of structure. (Example attached)
4. Building elevation drawing showing appearance of completed construction

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

New One-Stop Service: For your convenience, we will forward a copy of your permit to the County Surveyor's office to obtain approval relating to drainage and floodplain; to the County Health Department to obtain approval relating to existing septic systems; to the County Highway Department to obtain approval relating to driveway and sidewalk locations (a security bond may be required); to the county Building Department to obtain approval relating to building code; and to the County Plan Commission to obtain approval relating to zoning.

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)