

**INSTRUCTIONS FOR OBTAINING  
HANCOCK COUNTY  
IMPROVEMENT LOCATION PERMIT AND BUILDING PERMIT  
FOR CHANGE-OF-USE**

**Preliminary Consultations:** *See Contact Information on page 2*

1. Contact the Planning and Building Departments to determine the zoning restrictions, development standards, and building codes that are applicable to your project.
2. Contact the County Highway Department or the Indiana Department of Transportation to determine whether your project will need a driveway permit for the change-of-use.
3. Contact the County Surveyor's Office to determine whether your project is subject to regulations concerning flood plain, erosion control, and/or surface drainage.
4. Contact the County Health Department to determine whether your project will require installation of a new or improved septic system.
5. Contact the Township Fire Department to determine whether your project will comply with local fire prevention codes.
6. Contact the State Department of Homeland Security to determine whether your project will require a state construction design release form for the change-of-use.

**Site Plan – Submittal Requirements – Four (4) Sets:**

The following items must be clearly and completely shown on the plan.

1. North directional arrow.
2. Location, dimensions, and nature of the site.
3. Locations and dimensions of existing or proposed improvements to the property.
4. Dimensions between all existing structures and property lines.
5. Existing and proposed access to adjacent streets.
6. Existing and proposed uses of all land and structures.
7. Location and type of sewer system (septic field), water system (well), and drainage facilities.
8. Building-line setbacks (typically shown on a recorded plat).
9. Existing and proposed front, side, and rear setbacks for all structures.
10. Drainage and utility easements and drainage tile.
11. Location and width of all easements.
12. Location and dimension of parking areas and parking stalls according to zoning code.
13. Drainage approval stamp from the County Surveyor's office.
14. Town Manager's approval stamp if the site is within the Town of Fortville.
15. Other information as may be required by the Planning Director.

**Construction Plans - Submittal Requirements – Two (2) Sets:**

1. Depiction of the following: foundation plan, typical wall section (including materials, footers, foundation, wall and roof structure), floor plans (including doors and windows), wall partitions, and building elevations (appearance of completed construction) of the proposed structure(s).
2. Engineer's stamp if using manufactured trusses.

**Additional Submittal Requirements – One (1) Set:**

1. Application for improvement location permit and building permit.
2. Landscape plan designed, prepared, and sealed by a registered landscape architect.

3. Copy of septic permit receipt from the County Health Department or proof of payment of water and sewer tap fees from the utility provider.
4. Copy of driveway permit from the County Highway Department or the Indiana Department of Transportation.
5. Copy of an approved Indiana Department of Homeland Security (IDHS) construction design release form.
6. Warranty deed for any tract land exceeding ten (10) acres in size.

**Please Note:**

1. Improvement location permit and building permit are valid for twelve (12) months following date of issuance.
2. Permits are issued Monday through Friday with a minimum five (5) business day turn-around time.
3. A separate permit will be required for any proposed signage.

**Contact Information:** *all phone numbers use 317 area code*

County Assessor: 111 American Legion Place, Ste. 204, Greenfield. Phone: 477-1100

County Board of Health: 111 American Legion Place, Ste. 150, Greenfield. Phone: 477-1125

County Building Department: 111 American Legion Place, Ste. 146, Greenfield. Phone: 477-1133

County Fire Departments: *(additional information is pending)*

Blue River Township: *contact Sugar Creek Twp, Randy Brandlein*

Brandywine Township: Dean Tyner, 141 E. Brookville Rd., Fountaintown. Phone: 694-3026

Brown Township: *contact Sugar Creek Twp, Randy Brandlein*

Buck Creek Township: Dave Sutherland, 5809 Airport Blvd., Greenfield. Phone: 491-5357

Center Township: Brian Lott, 17 West South Street, Greenfield. Phone: 477-4430

Green Township: *contact Sugar Creek Twp, Randy Brandlein*

Jackson Township: *contact Sugar Creek Twp, Randy Brandlein*

Sugar Creek Twp: Randy Brandlein, 3545 South 600 West, New Palestine. Phone: 861-5721

Vernon Township Trustee: Jim Nolte, 104 N. Main Street, Fortville. Phone: 485-5279

County Highway Department: 921 West Osage Street, Greenfield. Phone: 477-1130

County Planning Department: 111 American Legion Place, Ste. 146, Greenfield. Phone: 477-1134

County Surveyor's Office: 111 American Legion Place, Ste. 171, Greenfield. Phone: 477-1150

Indiana Department of Homeland Security: Phone: 317-232-6422

Indiana Department of Transportation: Phone: 317-462-7751

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