

**INSTRUCTIONS FOR OBTAINING
HANCOCK COUNTY
IMPROVEMENT LOCATION PERMIT AND BUILDING PERMIT
FOR PRIMARY RESIDENTIAL CONSTRUCTION**

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.
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. If your project does not involve a septic system, you may be required to provide proof of payment of sewer and water tap fees.
5. Additional contact information is provided at the bottom of this form.

Site Plan – Submittal Requirements – Five (5) Sets:

The site plan must be prepared according to a boundary survey conforming with the Minimum Standards for Competent Practice of Land Surveying administered by the Indiana State Board of Registration for Land Surveyors (865 IAC 1-12-) and drawn at a scale of 1:20 to 1:40. The following items must be clearly and completely shown on the plan.

1. Scale and north arrow.
2. Certification and seal of a licensed land surveyor or civil engineer.
3. Location, dimensions, and nature of the site.
4. Location and dimensions of existing or proposed improvements to the property.
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, water system (well), and drainage facilities.
8. Legal description of the property.
9. Existing and proposed ground level elevations, with benchmarks, of the following:
 - a. Corners of the lot.
 - b. Corners of the septic field area.
 - c. Corners of the proposed structures.
 - d. Center line of road, street, or highway at front of corners of lot.
 - e. Invert of 8-inch drainage tile.
 - f. Intersection of property line and right-of-way lines.
 - g. All other locations that would provide a complete understanding of existing and proposed conditions.
10. Flood plain information.
11. Building-line setbacks (typically shown on a recorded plat).
12. Existing and proposed front, side, and rear setbacks for all structures. If aggregate building setbacks apply, show location of existing adjoining buildings.
13. Drainage and utility easements and drainage tile.
14. Location and width of all easements.
15. Drainage and floodplain approval stamp from the County Surveyor's office.

16. Erosion and Sediment Control measures including the following construction entrance or temporary driveway, lot stabilization-silt fence or equivalent, curb or yard inlet protection, pond protection, street protection, seeding (permanent and temporary) undisturbed area marked, stockpile area marked and protected, and responsible person and contact phone number. There is a fee that applies to this section.
17. Town Manager's approval stamp if the site is within the Town of Fortville.
18. 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, floor plans, and building elevations.
2. Engineer's stamp if using manufactured trusses.

Additional Submittal Requirements – One (1) Set:

1. Application for improvement location permit and building permit.
2. Copy of septic permit receipt from the County Health Department or proof of payment of water and sewer tap fees from the utility provider.
3. Copy of driveway permit from the County Highway Department or the Indiana Department of Transportation.
4. 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.

Contact Information: *Area code 317*

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 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 Transportation: 32 South Broadway, Greenfield. Phone: 462-7751

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