

FLOYD COUNTY PLAN COMMISSION
PHONE: (812)948-5440 FAX: (812)941-4571

**CHECKLIST FOR A GARAGE, POST BUILDING, AND OTHER
ACCESSORY STRUCTURE PERMIT:**

Before a building permit will be issued, the following items need to be submitted to our office, located in the Pine View Government Center, Suite 203, 2524 Corydon Pike, New Albany, IN 47150.

1. APPLICATION FORM: a **complete** application which is kept in our permanent records.
2. HEALTH DEPARTMENT: contact the Floyd County Health Department at (812) 948-4726 on any new or existing septic system. They are located at 1917 Bono Road (Behind Floyd Memorial Hospital). Approval in writing will be required from the Floyd County Health Department for any new homes, additions, in-ground pools, garages, post buildings, storage sheds 120 square feet or larger, and underground electric.
3. SITE PLAN OR PLOT PLAN: A site plan is required, providing the information outlined below. If your site plan does not include all information listed below, your application may be delayed.
Please note: The site plan is not required to be created by a licensed surveyor; however, we reserve the right to require a site plan from a surveyor who is licensed/certified in the State of Indiana if it is determined to be necessary during review of the permit application.
 - All Property lines & streets
 - Location and size of all existing and proposed structures
 - Setback distances from proposed structure to property lines **AND** the County right-of-way
 - The location of all existing and proposed driveways
 - The location of all drainage, utility, and road easements located on the property
 - North arrow
4. RECORDED DEED OR SALES/PURCHASE CONTRACT
5. TAX IDENTIFICATION PARCEL NUMBER (Can be obtained in Assessor's Office)
6. ONE CORRECT SET OF BUILDING PLANS: Please include, at minimum, the following information:
 - Elevations (front, back, both sides)
 - Wall Section (cross-section), Stairway Detail, Deck Construction Details (if applicable)
 - Door and window sizes and locations
 - Foundation Plan or Post Layout
 - Floor Plans for each level of the building
7. SPECIFICATION SHEETS FOR ENGINEERED MATERIALS: Roof/floor trusses, LVL beams, I-Joists, steel girders (any materials that are pre-engineered; Specification sheets should be available through your lumber provider.)

IF FOR ANY REASON YOU HAD TO GO BEFORE THE PLAN COMMISSION OR BOARD OF ZONING APPEALS FOR ANY TYPE OF APPROVAL, PLEASE MENTION THIS TO THE BUILDING PERMIT DEPARTMENT AT THE TIME OF APPLICATION.

Floyd County Plan Commission
Garages, Post Buildings, and other Accessory Structures
Building Permit Application

** Application Must Be Filled In Completely **

APPLICANT NAME: _____ PHONE: _____

PARCEL #: _____ LOT #: _____ ZONE: _____

PROJECT ADDRESS: _____ CITY: _____

SUBDIVISION: _____ ZIP: _____

TOWNSHIP: _____ SEC: _____ TOWNSHIP: _____ RANGE: _____

OWNER

CONTRACTOR

NAME: _____

NAME: _____

ADDRESS: _____

ADDRESS: _____

PHONE: _____

PHONE: _____

PROPOSED WORK:

CARPORT: _____ GARAGE: _____ POST BUILDING: _____ ADDITION: _____

COMMERCIAL ACCESSORY BUILDING: _____ LOT COVERAGE %: _____

PROPOSED USE: _____

ARE THERE ANY OTHER STRUCTURES ON PROPERTY? YES: _____ NO: _____

ARE YOU IN A FLOOD PLAIN? YES: _____ NO: _____ BUILDING HEIGHT _____

ESTIMATED COST OF PROJECT: (STRUCTURE ONLY) \$ _____

TOTAL SQ. FOOTAGE: _____ SIZE: _____ EAVE HEIGHT: _____

SEWAGE / SEPTIC PERMIT # AND DATE: _____

ELECTRIC SERVED BY: _____

PLUMBING

ELECTRICAL

NAME: _____

NAME: _____

PHONE: _____

PHONE: _____

MECHANICAL – HEATING AND COOLING

NAME: _____

PHONE: _____

The applicant hereby certifies and agrees as follows:

1. That he/she is authorized to make this application.
2. That he/she read this application (pages 1&2) and attests that the information which has been furnished. Including that contained in the plan(s) is correct.
3. The plans which have been furnished to Floyd County Plan Commission are a basis upon which Floyd County is entitled to act in issuing or revoking any permit or certificate of compliance. The plan(s) are incorporated by reference into this application.
4. If there is any misrepresentation in this application, or any associated documents, Floyd County may revoke any permit or certificate of occupancy issued in reliance upon such representation.
5. Agrees to comply with all Floyd County Ordinance and permit conditions and State statues which regulate the building construction, use, occupancy, and site development and grant Floyd County officials the right to enter onto the property for the purpose of inspection the work permitted and posting notices.

NOTE: Plans shall mean all site and construction plans and specifications, whether furnished prior to or subsequent to the application date constitute an amendment to the original application and must be specifically approved by the county with an appropriate endorsement and the signature of the approving official prior to implementation.

Failure of the permit holder to have work ready and a reinspection is required, a reinspection fee of \$50.00 for each additional inspection shall be assessed in accordance with **Ordinance FCO-87-8**.

Please sign that you understand the above statement and the criteria of the Floyd County Plan Commission. Contractor or Homeowner must call in for all inspections required.

Signature of Agent/Contractor or Owner:

Printed Signature:

Dated:

CONSTRUCTION STATISTICS SHEET

For use with detached garages, post buildings, and other accessory structures:

The set of building plans must include a drawing of each floor, the foundation plans, and a detailed cross-section.

Please choose the construction method below, and provide all information in that column.

Conventional Stud-frame Construction:

Foundation:

Footing Dimensions: _____

Slab Dimensions: _____

Rafter Systems:

(If roof trusses, provide spec sheets)

Rafters: _____

Trusses: _____

Lumber Size: _____

Species Type: _____

Spacing (O.C.): _____

Walls:

2X4: _____

2X6: _____

Spacing (O.C.): _____

Post Frame Construction:

Foundation:

Pour piers: _____

Bury posts: _____

Other: _____

Rafter Systems:

(If roof trusses, provide spec sheets)

Rafters: _____

Trusses: _____

Lumber Size: _____

Species Type: _____

Spacing (O.C.): _____

Posts:

Post Spacing: _____

Post Size: _____

Post Bury Depth: _____

If you will be installing electric in your structure, please provide the electrical information below:

Electric:

Will this be a **main** service panel or a **sub-panel**? _____

100 Amp: _____

200 Amp: _____

Location: _____

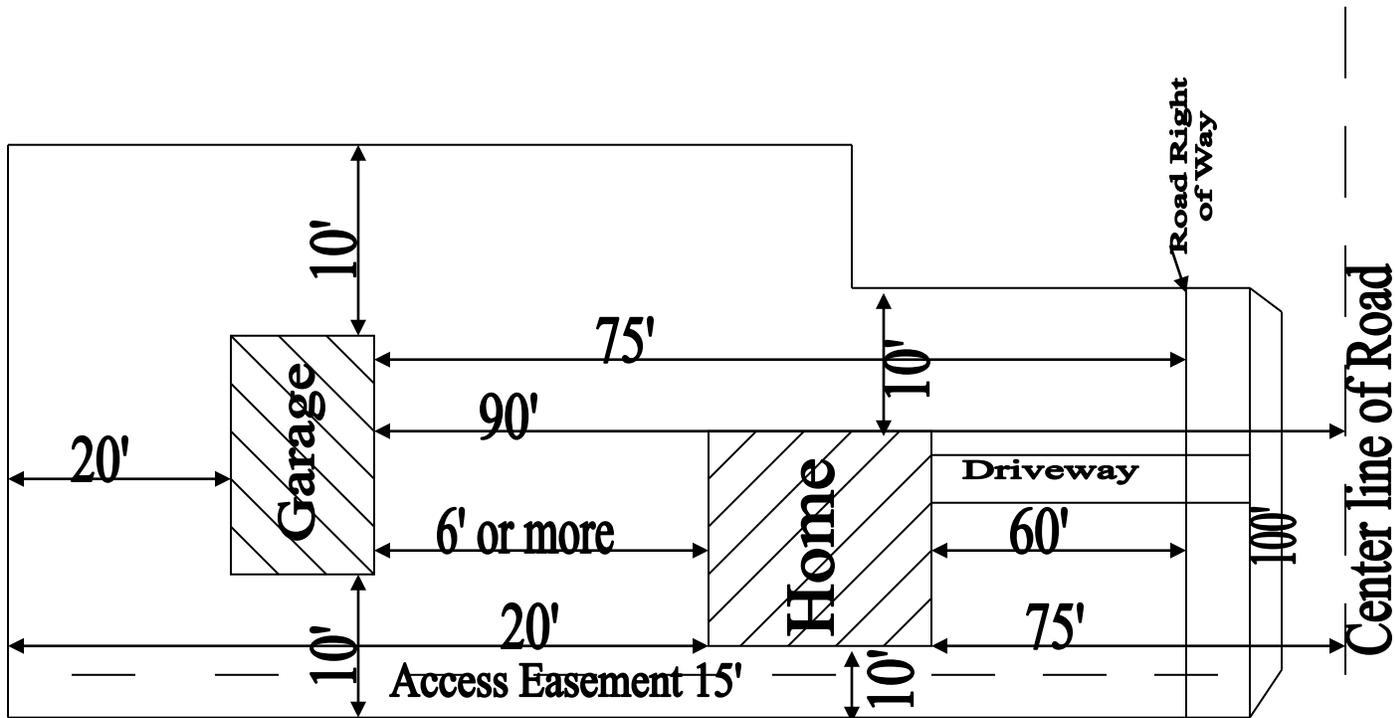
If this is a pre-manufactured building, the structure **MUST** be anchored to the ground. Please provide the anchoring method to be used:

Anchoring system: _____

SITE PLAN

- A GOOD SITE PLAN SAVES TIME: An accurate, clearly drawn site plan will help in reviewing your permit application. The illustration below is an example of what you need to prepare. Your drawing must include:

1. All property lines with dimensions
2. Driveways, roads or access easements that border or run through the property
3. All structures on the property that currently exist or are proposed
4. Setback distances for the proposed structure, measured from property lines any road or access easement.



* All single family residential lots which use septic systems shall be required to have adequate space within said lot for two lateral fields.

NOTE: this drawing shows required setbacks, but is only an example.

Residential

Single Family or Two Family Dwelling (excluding garage, attic areas, etc.)	\$200 Base Fee plus \$.10 per square foot of floor area
Multi-Family Dwelling	\$300 per unit
Accessory Structures Detached Garage	\$40 minimum or \$.10 per square foot of floor area
Accessory Structures Attached Garage	\$100 minimum or \$.10 per square foot of floor area
Additions	\$55 Base Fee plus \$.10 per square foot of floor area
Interior Remodel	\$40 Base Fee plus \$.10 per square foot of floor area
Swimming Pool	\$175
Temporary Mobile Home	\$155 first two years \$300 per year after first two years
Commercial and Industrial	
Commercial and Industrial Structures	\$350 Base Fee plus \$.10 per square foot of floor area
Interior Remodel	\$75 Base Fee plus \$.10 per square foot of floor area
Accessory Structures and Additions	\$100 Minimum plus \$.10 per square foot of floor area
Other Structures Fees and Fines	
Change in Electrical Service	\$40
Parking Structure	\$10 per parking space
Re-Inspection	\$50 Residential \$120 Commercial/Industrial
Early Bird Fine (Start of Construction prior to permit issuance)	Twice the amount of permit
Variance Fine plus (Variance required because construction did not occur as per approved site plan)	Five times the cost of the permit the cost of the variance
Zoning Code Violations	\$50 per day per violation