

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

CHECK LIST FOR A MANUFACTURED UNIT:

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. SURVEYOR'S SITE PLAN OR MORTGAGE SURVEY: 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 surveyor must be licensed/certified in the State of Indiana, and all required information must be provided by the licensed surveyor.
 - 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: All information below should be available through the manufacturer or retailer of the structure. Please provide the following information with your application:
 - Pictures of HUD Data Plate & Data Label; or Indiana Modular/Mobile Insignia
 - Floor plans
 - Pier layout
 - Tie-down/anchoring specifications
7. IF AN ADDRESS IS NEEDED: we will need to know the address of the properties on both sides of your building site and across the road. If there are vacant lots between your building site and the nearest designated street address, please provide us with the distance between the nearest driveway to your proposed driveway.
8. DRIVEWAY PERMIT: Contact the Floyd County Infrastructure Coordinator at (812) 948-5491 on any new or existing driveways. We will need an approval in writing (driveway permit) prior to issuance of a building permit.

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.

CERTIFICATION OF OCCUPANCY SHALL BE ISSUED NO MORE THAN 30 DAYS AFTER PERMANENT SERVICE IS INSTALLED!!!

**Floyd County Plan Commission
Manufactured Unit
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

NAME: _____

ADDRESS: _____

PHONE: _____

CONTRACTOR

NAME: _____

ADDRESS: _____

PHONE: _____

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

ARE YOU IN A FLOOD PLAIN? YES: _____ NO: _____ LOT COVERAGE%: _____

BASEMENT: YES: _____ NO: _____ IF YES, WHAT SIZE? _____

TOTAL ENCLOSED SQUARE FOOTAGE: (EVERYTHING UNDER ROOF)

TOTAL: _____ COST: (STRUCTURE ONLY): _____

TOTAL BEDROOM: _____ TOTAL BATH: _____ BUILDING HEIGHT: _____

SEWAGE / SEPTIC PERMIT # AND DATE: _____

ELECTRIC SERVED BY: _____

PLUMBING

NAME: _____

PHONE: _____

ELECTRICAL

NAME: _____

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:

*****NOTICE*****

CERTIFICATE OF OCCUPATION

As the applicant for a building permit, you are required to request all inspections before a building can be occupied. Under Floyd County Zoning Ordinance 2006-6, it is unlawful to occupy a building until a Certificate of Occupancy has been issued by the Floyd County Building Commissioner. **There are no exceptions to this rule.** Under the terms of the Ordinance, you have an obligation to obtain a Certificate of Occupancy. You also acknowledge that you can be fined in accordance with Floyd County Zoning Ordinance 2006-6 in the event that you fail to comply with this requirement. You also acknowledge that it is your obligation to inform the occupant of the house if a Certification of Occupancy has not been issued or if there are any outstanding code violations.

I acknowledge my obligation under Floyd County Zoning Ordinance 2006-6 regarding Certificate of Occupancy.

_____ Date: _____
Applicant's Signature

I acknowledge that I have an obligation to advise any potential occupant of my failure to have final inspection completed and/or have a Certificate of Occupancy.

_____ Date: _____
Applicant's Signature

As of April 5, 2012

New Indiana Residential Energy Efficiency Code Notice (675 IAC 14-4.3 139.1) mandate a Certification of Compliance sheet be attached at the breaker panel.

_____ Date: _____
Applicant's Signature

Please be advised:

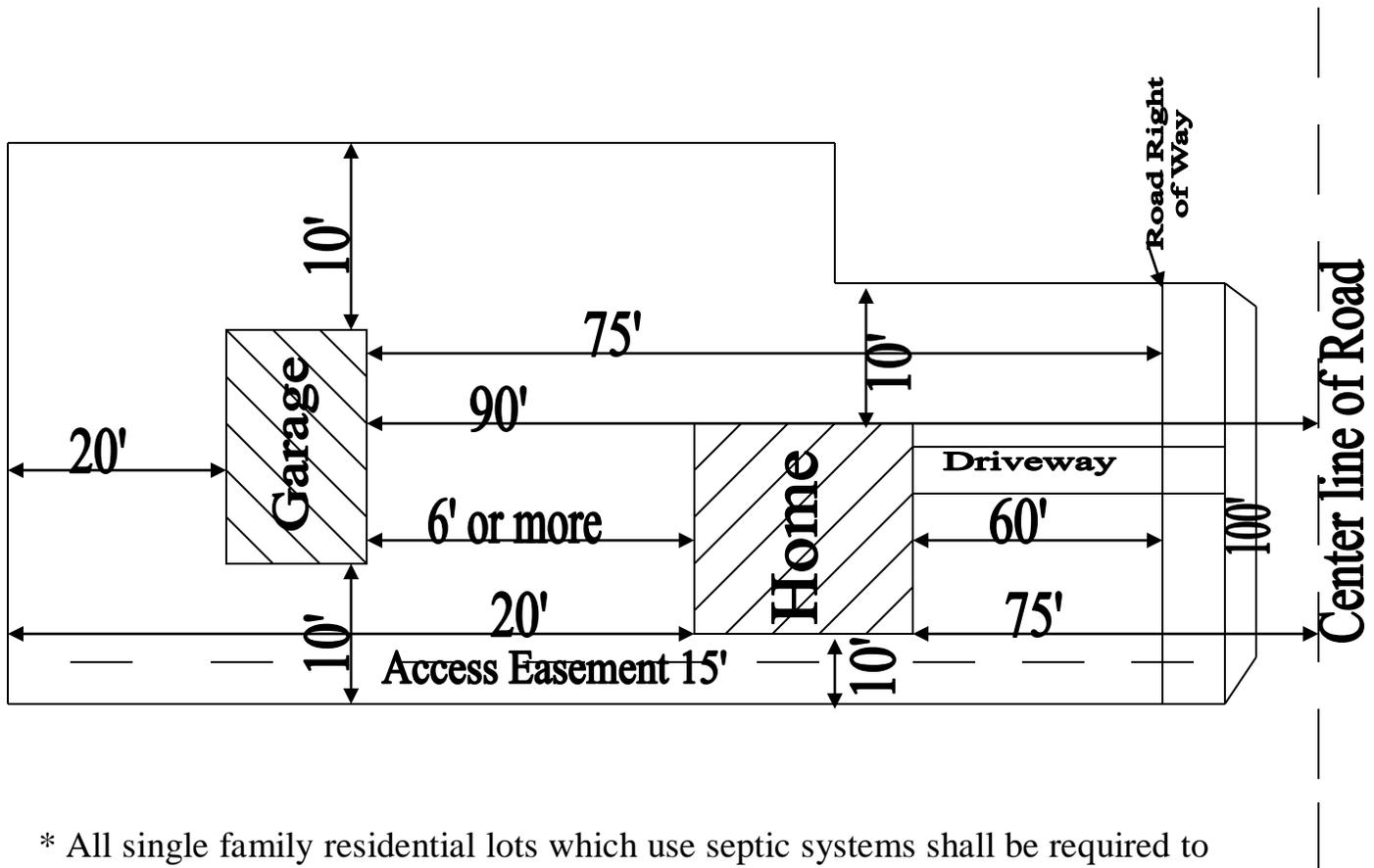
Floyd County asks that the rating Company to be used be listed on your permit application.

_____ Date: _____
Applicant's Signature

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