

**WESTFIELD-WASHINGTON TOWNSHIP IMPROVEMENT LOCATION PERMIT (BUILDING PERMIT) APPLICATION**

**OFFICE USE ONLY**

PERMIT #: \_\_\_\_\_ RECEIVED DATE: \_\_\_\_\_

PERMIT TYPE: RSFR RAD RAC RMF CAC CRM P C OTHER:\_\_\_\_\_

**APPLICANT INFORMATION**

BUILDER OF RECORD (COMPANY): \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

NAME OF CONTACT PERSON: \_\_\_\_\_ EMAIL: \_\_\_\_\_

PROPERTY OWNER'S NAME: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**PROPERTY INFORMATION**

LOT #: \_\_\_\_\_ SECTION #: \_\_\_\_\_ SUBDIVISION: \_\_\_\_\_ ZONING DISTRICT: \_\_\_\_\_

ADDRESS OR PROPERTY LOCATION: \_\_\_\_\_

COUNTY PARCEL ID #(S): \_\_\_\_\_ CURRENT USE: \_\_\_\_\_

TYPE OF WATER SUPPLY:  Public System NAME OF SYSTEM: \_\_\_\_\_

Private System WELL PERMIT #: \_\_\_\_\_

TYPE OF SEWAGE DISPOSAL:  Public System NAME OF SYSTEM: \_\_\_\_\_

Private System PRIVATE / SEPTIC PERMIT #: \_\_\_\_\_

Is the property in a special flood hazard area, as established by the Federal Emergency Management Agency - National Insurance Program (FEMA-NFIP), as per flood insurance rate map (FIRM)?  Yes  No

FEMA-NFIP PANEL #: \_\_\_\_\_ IF YES, FLOOD ZONE DESCRIPTION: \_\_\_\_\_

**IMPROVEMENT INFORMATION**

**RESIDENTIAL**

- One-family Detached
- Two-family Attached
- Townhomes ( \_\_\_ Units)
- Detached Addition
- Attached Addition
- Covered Deck or Porch
- Accessory Building
- Other: \_\_\_\_\_

**NON-RESIDENTIAL**

- Retail / Commercial
- Office / Professional
- Hotel / Motel ( \_\_\_ Rooms)
- Industrial
- Multi-family ( \_\_\_ Units)
- Accessory Building
- Institutional
- ERU \_\_\_\_\_  
Equivalent Residential Unit Calculation (ERU)

**TYPE OF IMPROVEMENT**

- New Structure
- Addition
- Commercial Tenant Space
- Demolition
- Agricultural Structure
- Swimming Pool
- Other: \_\_\_\_\_

SQ. FT. UNDER ROOF (Include Porches, Garages, Habitable Attic): 1st Floor: \_\_\_\_\_ 2nd Floor: \_\_\_\_\_ Basement: \_\_\_\_\_

LIVING AREA SIZE: \_\_\_\_\_ Sq. Ft. BUILDING SIZE: \_\_\_\_\_ Sq. Ft. FOUNDATION TYPE: \_\_\_\_\_

ESTIMATED COST OF CONSTRUCTION (Excluding Land): \$ \_\_\_\_\_ STATE CDR #: \_\_\_\_\_

**CHECK CODE USING**

**ENERGY**

- Performance  Prescriptive  UA

**ELECTRICAL**

- 2018 IRC  2009 IEC

**PLUMBING**

- 2018 IRC  2012 IPC

In accordance with Senate Enrolled Act No. 393 regulations, all Class 2 structures must disclose the types of advanced structural components used in the qualifying property.

Advanced Structural Components Used (check all that apply):

**ROOF**

Truss

I-Joist

Other: \_\_\_\_\_

**FLOOR**

Truss

I-Joist

Other: \_\_\_\_\_

### REQUIRED PERMIT APPLICATION ATTACHMENTS

**One (1) DIGITAL (PDF) COPY OF THE FOLLOWING SHALL BE INCLUDED WITH APPLICATION:**

- Legal Description of Property** (If Not Located Within a Recorded Subdivision)
- Site Plan Showing:**
  - Property Lines
  - Location of Existing Structures (Labeling Size and Dimensions from Property Lines)
  - Location of Right-of-way and All Easements (Drainage, Utility)
  - Scale, North Arrow, Address (and/or Subdivision Lot #)
- Improvement Blueprints of:**
  - Scale, Address (and/or Subdivision Lot #)
  - Foundation Plan
  - Floor Plan of Each Floor Showing Window Locations, Door Locations, etc.
  - Cross Section Drawing of Structure Showing Footing Through Shingles Denoting Sizes or thickness of All Members used in Construction
- Elevations of All Sides of Structure Labeling:**
  - Roof Pitches
  - Building Height
  - Exterior Building Materials (Including % of Facade of Each Material, if Regulated)
  - Any Other Architectural Features Regulated by Applicable Zoning District
- Landscape Plan** (or for Single-family Applications, a Signed Acknowledgement of the Landscaping Requirements, which will be Inspected for Compliance at the Final Inspection)
- Septic System Permit and Well Permit (New Construction Only) from Applicable Agency** (Hamilton County Health Department, Proof of Connection to State Approved Private Utility)
- Driveway Cut Approval from Hamilton County Highway Department** (if Along County Road)
- Energy Certificate(s)**
- State Construction Design Release (CDR)**
- Erosion Control Application**
- Acknowledgement of Emergency Escape Opening Affidavit** (if Applicable)

### CERTIFICATION & NOTICE OF INTENT TO COMPLY

*I hereby certify that I have the authority to make the foregoing application, that the application is correct, and that construction will comply with, and conform to all applicable laws of the State of Indiana. I further certify that the construction will conform to the regulations in the Building Code, the Zoning Ordinance, or private, of the governing jurisdiction, which may impose on the above property by deed. I further certify that the construction will not be used or occupied until proper certificates of occupancy and compliance are filed with the governing jurisdiction.*

\_\_\_\_\_  
**Authorized Agent (signature)**

\_\_\_\_\_  
**Authorized Agent (printed)**

\_\_\_\_\_  
**Date**