READ FIRST : This includes what is needed for a building permit and answers to some general questions. All of the following information will need to be filled in on the attached application. If something does not apply, please fill in N/A.

Notice of Agriculture Activity must be signed and recorded in the Recorder's Office before a permit can be issued. Recorder's Office will hold the document for 1 day.

Obtain Driveway Recommendations from the Franklin County Highway Department, 1360 Fairfield Avenue, Brookville, Indiana 47012 (located by IMI Concrete and the American Legion in the town of Brookville). If on a state highway you must contact the Indiana Department of Transportation if State Highway (812) 926-0376. If you have an existing driveway you will still need to file an application with the Highway Department. Once you receive recommendations from the Highway Department, you must include the information on the building permit application. Your recommendation can be found at the Highway Department (765) 647-4271, please fill in at bottom of application.

Obtain a Septic Permit for Two (2) suitable septic sites from the Health Department (765) 647-4322 or a letter of availability from the Brookville Lake Regional Waste District (765) 458-7461, if available. If you have an existing system that you wish to use, you must get a signed statement from the Health Department stating that it is ok to use it. You must put the septic permit number and receipt number on the building permit application.

Obtain a Tax Bill ID# (parcel #) along with your legal description (legal description being- Township, Section #, Township #, Range#, acreage and tax bill ID # (aka parcel #) @ franklincounty.in.gov or from your tax statement.

Submit Two Sets of Plans that are ¼" per foot scale and nothing under 11"x17" in size with a cross section of the foundation plan, stair section, wall section, floor plan, attic access location, smoke detector locations, dimensions and square footage's. On manufactured Homes (double wides, modulars, single wides, etc.) you must have the information packet showing tie down systems and foundation installation. If an outside contractor will be doing your foundation, that contractor must provide a layout of the foundation that meets state code. One (1) set of plans will be returned to you with any revisions.

Copy of Survey, if a new survey. The Surveyor's Office can give you an accurate 911 mailing address.

Deed Must Be Recorded in the Recorder's Office in your name.

Provide a Site Plan The site plan needs to be exact on measurements.

Copy of Both Titles of the mobile homes. This only applies if you are removing your older mobile home and replacing it with a newer or larger manufactured or mobile home.

Approval in writing is needed if there is a Corporation or Property Owner's Association involved (Example: Brookville Corporation).

GENERAL INFORMATION

Building permit fee for stick built home (including Modular Homes) is $300.00 plus $5.00 per 100 square feet over 960 square feet minimum including garage and basement, if finished. The fee is $250.00 for a Manufactured Home (Doublewides, etc.). Fees are rounded to nearest whole dollar and are non-refundable under **Section 90.11 Forms and Fees** states: No part of the fees shall be returnable to the applicant.

Inspections such as Footer, Basement Floor Plumbing, Wall, Rough-In (framing, electrical and plumbing (air test) and permanent electrical service) and Final Inspections are included in the building permit fee, unless an inspection fails. If an inspection fails then a re-inspection fee of $45.00 will be due.

A building permit is good for one (1) year, but work must be started within six (6) months

Address will be assigned after the building permit is issued.

ADDRESS IDENTIFICATION – property address must be legible and visible from street/road on Final Inspection.

ENERGY CODE – On April 5, 2012, the State of Indiana adopted the American Recovery and Reinvestment Act of 2009. The act pertains to updating the Residential and Commercial Energy Code for all new construction/remodeling/commercial. It is suggested that the property owner have a third party inspector provide documentation that all parts of the Energy Code have been done prior to receiving a Certificate of Occupancy which releases the home for occupancy by the owner.

Certificate of Occupancy will be issued once all inspections are completed, passed and all additional fees are paid, if any.

Code Reference Sheet is attached on common code questions. Detach and keep this for your information.

NOTICE: ALL PERMITS ARE SUBJECT TO A FIVE (5) DAY REVIEW

FRANKLIN COUNTY BUILDING PERMIT APPLICATION
SINGLE FAMILY DWELLING / MANUFACTURED HOME

(FOR OFFICE USE ONLY)

Zone _____ Permit # _____ Fees$ _____ Flood Plain Y OR N

Fine $ _____ Date _____

(Please Print) **OWNER INFORMATION**

Name_____ Current Mailing Address _____

City _____ ST _____ Zip _____ Phone # _____

BUILDER INFORMATION

SAME AS OWNER (circle) or Name_____ Address_____

City _____ ST _____ Zip _____ Phone # _____

DESCRIPTION OF PROPERTY

Township or Corporation _____

State parcel # or Parcel # 24-_____ Section # _____ Township # _____

Range # _____ Acreage _____ Subdivision _____ Lot _____ Do you need a new mailing address Yes or No Street or county road of new residence_____

DESCRIPTION OF BUILDING

Estimated Cost _____ Stories _____ 1st fl sq. ft. _____ 2nd fl sq. ft. _____

Size of Manufactured Home_____ Year of Manufactured home _____ Garage sq. ft. _____

Bedrooms _____ (circle one) Basement / Crawl / Slab Finished Basement _____ Bathrooms _____ Porch size _____

Deck size _____ Wall Height _____ Septic Permit # & Receipt # _____ /_____

Drive recommendations: Inspected by whom: _____Size of Pipe _____ and date inspected _____ Permit number (if state highway) _____

Chapter 90; Building Code, Section 90.15 Certificate

No certificate of occupancy for any building or structure erected, altered, or repaired after the adoption of this chapter shall be issued unless the building or structure was erected, altered, or repaired in compliance with the provisions of this chapter. The electric meter will not be energized until a certificate of occupancy has been issued. Ord. No. 1989-4, passed 17th, April 1989

Chapter 90; Building Code, Section 90.99 Penalty

If any person, firm, or corporation shall violate any of these provisions of this chapter, or shall do any act prohibited herein; or shall fail to perform any duty lawfully enjoined, within the time prescribed by the Building Inspector; or shall fail, neglect, or refuse to obey any lawful order given by the Building Inspector in connection with the provisions of this chapter, for each violation, failure, or refusal, the person, or firm or corporation shall be fined in any sum not more than Two Thousand Five Hundred Dollars ($2,500.00). Each day the unlawful activity continues shall constitute a separate offense. Ord. No. 1998-20, passed 19th, October 1998.

_____ _____

Signature of Owner Date

_____

Print Name of Owner

_____ _____

Signature of Contractor Date

_____

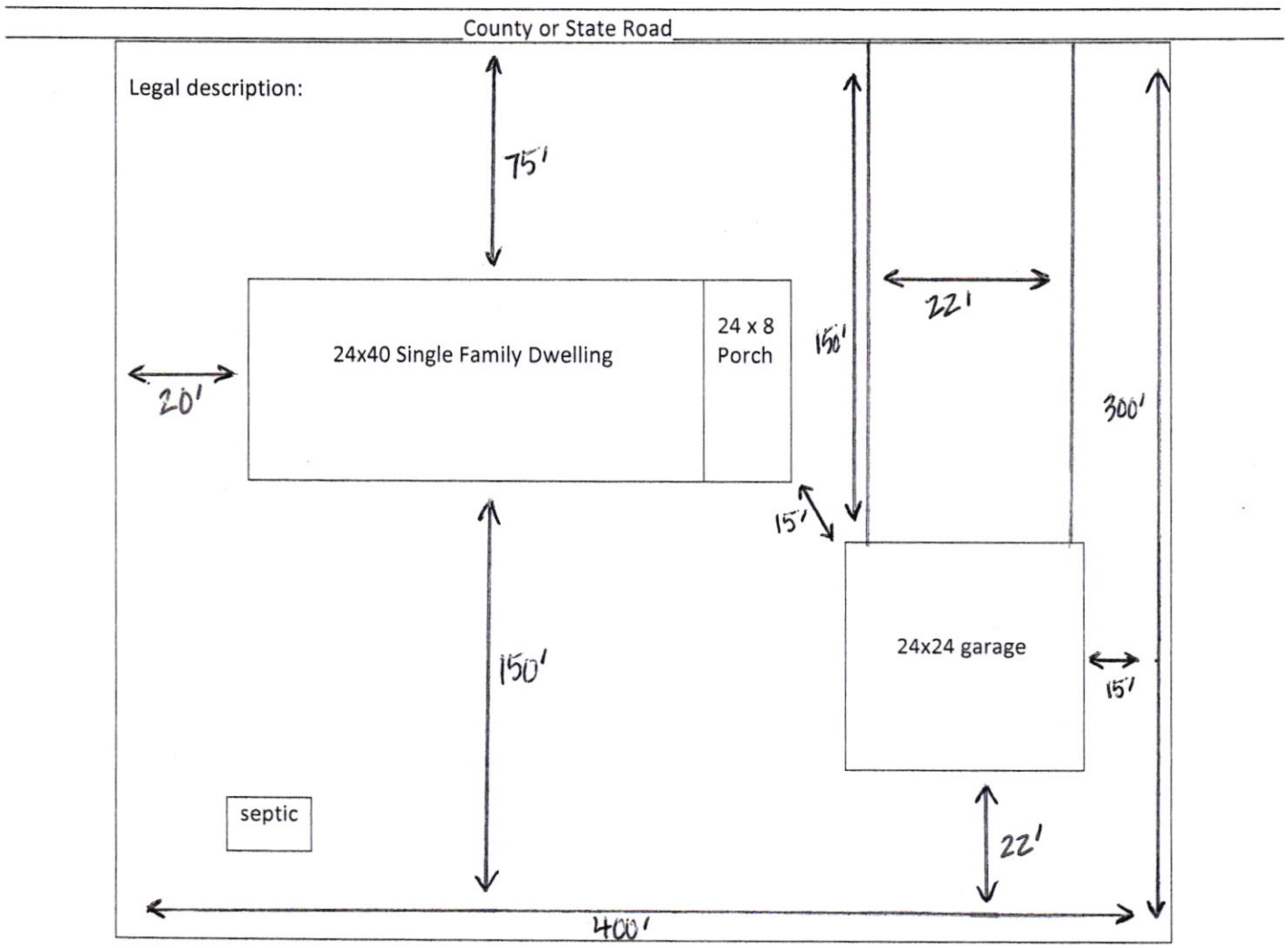
Print Name of Contractor

You must sign and date the application. Thank you.

SITE PLAN REQUIREMENTS

a. Legal or site description of the real estate involved including acreage.
b. Location and size of all buildings, structures, and septic site(s).
c. Width and length of all entrances and exits to and from said real estate.
d. All adjacent and adjoining roads or highways.
e. Lot number and area in square feet.
f. Actual shape and dimensions of the lot to be built upon.
g. Front, side and rear yard lines and their distance from the street or Lot Line.
h. Number of families or housekeeping units the building is designed to accommodate and such other information in regard to the lot and neighboring lots and their use as may be necessary to determine and provide for the enforcement of the provisions of this Code.
i. Any other items required by this Ordinance.
j. Record of 2 approved septic sites when required.

ALL ITEM LISTED ABOVE MUST BE ON SITE PLAN



NOTICE OF AGRICULTURAL ACTIVITY

TO: ALL APPLICANTS FOR IMPROVEMENT LOCATION PERMITS IN ALL ZONED AREAS OF FRANKLIN COUNTY, INDIANA.

This notice is given to you because of your application for an Improvement Location Permit to build or move into an area of Franklin County that is zoned for Agriculture or near an area zoned for agricultural use.

The purpose of this notice is to assure that you are aware that all agricultural operations may be practiced in the area of this residence and/or subdivision.

Agricultural activity includes but is not limited to, production of crops, animal husbandry, land application of animal waste, the raising, breeding, and sale of livestock and poultry, including confinement feeding operations, use of farm machinery, and the sale of farm products.

Single-family dwellings are permitted uses of land in an Agricultural Zone, and this is not restricted to farm families. However, people who choose to live in or near these areas must understand that agricultural operations may be occurring nearby.

You must also understand that Indiana has a "RIGHT TO FARM" law that protects farm operations from unwarranted nuisance suits by neighbors. Farm operations do not constitute a nuisance so long as they are not negligently maintained, do not cause bodily injury to third parties, directly endanger human health, or does not cause damage to adjoining property. This applies to agricultural uses that currently exist, are enlarged, or changed in use in the future to another agricultural use.

By signing this notice form, you verify that you have received it, read it and understand it. You are not giving up the right to seek redress for negligence by individuals associated with a farm operation or by other residents of the area.

MY SIGNATURE CERTIFIES THAT I HAVE RECEIVED THIS NOTICE. I HAVE READ IT AND UNDERSTAND IT. IN ADDITION, I AGREE TO RECORD THIS DOCUMENT AT THE FRANKLIN COUNTY, INDIANA RECORDER'S OFFICE FOR A FEE OF $25.00
Document prepared by Tammy R. Davis, Davis Law Office

Printed Name of Owner: _____

Mailing Address: _____

Township _____ Section _____ Township _____ Range _____

Acreage _____ Parcel Number 24- _____

Permit Number _____

Date _____

I, affirm under the penalties for perjury, that I have taken reasonable care to redact each Social Security number in this document, unless required by law.

_____
Owner's Signature

State of Indiana)
)
County of Franklin)

Subscribed and sworn to before me, a Notary Public in and for said County and State, this _____ day of _____, _____.

_____
Printed Name of Notary public

_____
Signature of Notary Public

My Commission expires on _____.