

INSTRUCTIONS FOR IMPROVEMENT LOCATION PERMIT

*****READ CAREFULLY TO AVOID DELAYS*****

These instructions were compiled only to *assist* in securing an improvement location permit. For complete details, the Madison County Land Use & Development Code is available in its entirety at www.madisoncounty.in.gov or in the Planning Commission Office.

Before your permit application will be reviewed, you MUST submit one (1) copy of each of the following documents for all proposed improvements, and (1) Copy of the building plans are needed:

- Completed Application- (Fill in ALL blanks with proper information or N/A).
- Driveway Permit - If on a State Road, the permit will come from INDOT (317-462-7751). All other driveway permits (county or private) come from the Planning Department (765-641-9544)
- Site plan **drawn to scale** and must show:

NEW HOMES:

Lot drawn to scale with road names, Distance to property lines on all 4 sides, N (north) arrow, drive way and what scale is being used. Acceptable scales: 1" = 10', 20' or 30'.

ALL OTHERS:

Printed Ariel view of entire property showing street names, Drawn in proposed building, Distance to property lines on all 4 sides, N (north) arrow.

- Blueprints/building plans – 1 Set
- Building Elevations showing all sides of proposed building (e.g. windows/doors)

In addition to the above items, the following is needed for *New Homes*:

- Copy of sewer/septic permit - If you will be hooking into sanitary sewers, a signed agreement or proof of tap fee paid is needed. If you will be on a private septic system, a letter from the Madison County Health Department approving your plans is required. This letter will be one (1) page and have "Approved by and the date" in the upper right-hand corner.

After submitting ALL required documentation, your application will be reviewed. This process normally takes seven (7) to ten (10) business days. We will contact you via email or phone when your permit has been approved. Permit fees should be mailed and received in our office within 7 days of issue date. We accept checks and money orders. Currently, we do not take credit or debit cards.

Madison County Planning Commission
16 E. 9th Street, Room 200, Anderson, IN 46016
Ph: (765) 641-9541 Fax: (765) 648-1361
www.madisoncounty.in.gov

Building Permit Application
MADISON COUNTY PLANNING COMMISSION
16 E 9TH STREET, BOX 13, ANDERSON, IN 46016
(765)641-9544 madisoncounty.in.gov

Permit Number: _____
Date: _____

**** No application will be accepted without all the necessary requirements - See attached****

Owner's Information
Name _____ Phone # (s) _____
Address, include City, State & Zip Code _____
Township: _____ Email Address: _____

Property Information
Subdivision Name, if applicable _____ Lot # _____
Project address _____
Location directions: On the _____ (N,S,E,W) side of _____ (County Rd. name or number)
approximately _____ feet (N,S,E,W) of _____ (County Rd. name or number)
Must Have State Parcel ID # For New Homes (Starting with a 48-) _____
***This can be found by going on the Treasurer's or Council of Govts Mapping website and typing in owner name or address. ***

Construction Information
Improvement type (*what are you building*) _____
of stories _____ Type of construction (*eg. stick built, modular, manufactured*) _____
Foundation type - Basement Crawl or Slab _____ Roof trusses or Dimension Lumber?
If trusses, mfg. by whom? _____ Floor Const.: I-Joists or Dimension Lumber
Fireplace? _____ If yes, prefab or masonry? _____ Type of heat _____
Type of water heater: Gas Electric or Propane **Electric service provider** _____
Will it have, and type of : Porch Patio Deck # of Garage bays _____
_____ _____ _____
Total square feet or dimensions of improvement _____
Estimated cost of improvement _____ Sewer Connection or Septic System
of bedrooms _____ # of bathrooms _____
Will You Be Working On... Electric Plumbing HVAC Footer Foundation Underslab

Contractor Information **Circle One** **Owner or Contractor (complete below)**
Contractor name _____ Phone # _____

DIGITAL COPIES ONLY

send to: shinton@madisoncounty.in.gov

***HARD COPY MAY BE REQUESTED
TO BE MAILED IN***

Signature of Landowner/Applicant/Builder

The above and foregoing information is true and correct to the best of my knowledge.

Signature of owner applicant/builder _____ Date

Who shall we contact when permit is ready. _____ # _____ ?

Send Certificate of Occupancy to: _____

OFFICE USE ONLY FROM THIS POINT

MADISON COUNTY SURVEYOR

Date: _____ Improvement Type: _____

- County Regulated Drain located on property.
- Not aware of a County Regulated Drain on property.

Drain Name if applicable: _____

Comments: _____

State Parcel ID# _____

Flood Plain Map Number 18095C _____ D

Date submitted _____ Parcel number _____ Township & Section No. _____

Zoning district _____ Split date _____ MCPC pet. # _____ BZA pet. # _____

Road classification: Local Collector Arterial Proposed ROW 30 40 45 50

Required setbacks: front _____ plus ROW = _____ sides (N S E W) _____ rear _____

Actual setbacks: front _____ plus ROW = _____ sides _____ rear _____

Notes & restrictions: _____

Approved by _____ New address issued: _____
