

Building Permit Application

MARKLEVILLE PLANNING COMMISSION

8 SOUTH STATE ST. MARKLEVILLE, IN 46056

(765) 533.2354 www.townofmarkleville.us

****This application must be completed in its entirety and must be legible.**

**** No application will be accepted without all the necessary approvals.**

Construction of this project shall start within twelve (12) months of the date of this permit or the permit will expire, otherwise, this permit will be in effect for a maximum of two (2) years. A Certificate of Occupancy shall be issued prior to the use and/or occupancy of all structures covered by this permit.

Owner's Information

Name _____ Phone # (s) _____

Address, include City, State & Zip Code _____

Property Information

Subdivision Name, if applicable _____ Lot # _____

Property dimensions or acreage _____ Property address _____

Location directions: On the _____ (N,S,E, W) side of _____ (Road. name or number)
approximately _____ (how far and which direction?) from _____
(Road. name or number)

Construction Information

Improvement type (*what are you building*) _____

of stories _____ Type of construction (*eg. stick built, modular, manufactured*) _____

Foundation type (*eg. basement, crawl, slab*) _____ Roof trusses manufactured? _____

If yes, by whom? _____ Fireplace? _____ If yes, prefab or masonry? _____

Type of water heater (*eg. gas, elec, propane*) _____ Type of heat _____

of garage bays _____ Screened porch? _____ Patio or deck? _____

Electric service provider (*eg. AEP, PSI*) _____ Type of deck or patio _____

Total square feet or dimensions of improvement _____

Estimated cost of improvement _____

of bedrooms _____ # of bathrooms _____

Contractor Information

Is the property owner the general contractor? _____

If no:

Contractor name _____ Phone # _____

Address, include City, State & Zip Code _____

REQUIRED DOCUMENTS

READ ATTACHED INSTRUCTION SHEET.

Signature of Landowner

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

Signature of applicant

Date

Who do we contact when permit is ready?

Printed name of applicant

OFFICE USE ONLY

Flood Plain elevation (from County Surveyor)

Map Number 180442000 _____ approx. elevation _____

Forward to IDNR for elevations

Elevation certificate required

Issue Permit

Approved by _____ Date _____

Signature required

Notes/restrictions: _____

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

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

Road classification: Local Collector Arterial** Proposed ROW 30 45 50 ** Actual ROW _____

Required setbacks: front _____ plus ROW = _____ side (N,S,E,W?) _____ back _____

Actual setbacks: front _____ plus ROW = _____ side (N,S,E,W?) _____ back _____

Notes & restrictions: _____

Approved by _____ New address issued: _____

PERMIT NUMBER ASSIGNED _____

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 Markleville Land Use & Development Code may be viewed in its entirety at www.townofmarkleville.us 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:

- Completed application-fill out the application only as it applies to what you're building. Some blanks will not pertain to your structure: you can either put a line or "n/a" in those blanks.
- Driveway permit-if the driveway cut will be made on a State Road, the permit will come from INDOT (317-462-7751). If your property is on a Town Road OR on a private drive, the permit comes from the Building Inspector whose office is located in the Plan Commission's Office, 8 South State St. Markleville, IN 46056 (765) 533.2354. **YOU MUST APPLY FOR A DRIVEWAY PERMIT FROM THE BUILDING INSPECTOR EVEN IF YOU HAVE AN EXISTING DRIVE. THIS ALSO APPLIES WHEN BUILDING ADDITIONS AND ACCESSORY STRUCTURES.** **Please note: If it is determined by the Building Inspector or Engineer that your driveway requires a pipe, you will need written verification that it has been completed to the satisfaction of the Inspector's or Engineer's Office before a Certificate of Occupancy will be issued by the Plan Commission.
- Site plan ***drawn to scale*** which shows: [1] property lines with dimensions, [2] existing and proposed building(s), [3] distance, in feet, from proposed building(s) to property lines AND center of street, [4] dimensions of improvement. Please note that your property lines, setbacks, and proposed building(s) must all be ***drawn to scale***. Example: If your property dimensions are 500' x 650' and your scale is 1"=100', the drawing for your property dimensions would be 5" x 6 1/2". Continue using the same scale for your proposed building(s) and setback(s).
- Drainage board approval-to be determined by Building Inspector or Surveyor. You will be notified if this is necessary.
- Blueprints/building plans

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 letter or permit from the provider granting permission. If you will be on a private septic system, either the permit or a letter from the Madison County Health Department is required. Please be advised that the letter must be initialed which indicates that the septic plans have been approved.

After submitting ALL the required documentation, your application will be reviewed. This process ***normally*** takes between 24 and 48 hours. We will contact you when it is ready to pick up. The fee for residential improvements is based on square footage and is payable when the permit is picked up. Someone will have to come into the office to sign and pay for the permit.



 Markleville Plan Commission
 8 South State Street Markleville, IN 46056
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