

# Application for Improvement Location Permit

This application for Improvement Location Permit consists of three parts: 1.) The application form, 2.) A Set of instructions, and 3.) An example of a site plan. **This form shall be entirely completed by printing clearly or by typing, or the application will not be accepted.** It should be completed in English only.

## Application Form

### A. Property/Owner Information:

1. Name \_\_\_\_\_
2. Address \_\_\_\_\_  
\_\_\_\_\_
3. Phone Number Home \_\_\_\_\_ Cell \_\_\_\_\_  
Email \_\_\_\_\_
4. Contractor \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_
- Phone Number Home \_\_\_\_\_ Cell \_\_\_\_\_  
Email \_\_\_\_\_

### B. Property Information:

5. Location of Property: Sec. \_\_\_\_\_ Twp. \_\_\_\_\_ Rng. \_\_\_\_\_  
Township \_\_\_\_\_ Or Incorporated Town \_\_\_\_\_
6. Tax Parcel ID Number \_\_\_\_\_
7. Proof of Ownership by deed recorded \_\_\_\_\_
8. Acres involved \_\_\_\_\_
9. Is a survey available for this property? \_\_\_\_\_
10. Current Zone of property \_\_\_\_\_
11. Is proposed building/s for livestock? \_\_\_\_\_
12. (If Applicable) Septic Permit Number \_\_\_\_\_ or Sewer Provider \_\_\_\_\_
13. 811 Locate Ticket Number (protection of utilities) \_\_\_\_\_
14. Driveway Permit issued by County/State Highway Department \_\_\_\_\_

### C. Site Plan (See attached example)

I understand that this application is being submitted in accordance with the Ripley County Zoning Ordinances, and that I am responsible for the accuracy and completeness of the application. I acknowledge and understand that the property may be subject to easements, right-of-ways and restrictive covenants that may limit certain types of improvements. **I understand that incomplete or inaccurate information may result in delay or denial of the request. All residences shall obtain a Certificate of Occupancy only upon final completion of the project. Failure to obtain the certificate of Occupancy will result in the denial of the Homestead Exemption. The Certificate of Occupancy shall be presented to the Auditor's Office to obtain the exemption.**

\_\_\_\_\_  
(Applicant's Signature)

\_\_\_\_\_  
( Date)

## CONSTRUCTION INFORMATION

**Job Site Address:** (Shall be clearly posted in site) \_\_\_\_\_

**Size of Proposed Structure:** Width \_\_\_\_\_ Length \_\_\_\_\_ Height (side wall) \_\_\_\_\_

Area of sq. ft. for each floor and each use (i.e. living area, garage, porch/s, anything covered.)

Basement \_\_\_\_\_ 1<sup>st</sup> floor \_\_\_\_\_ 2<sup>nd</sup> floor \_\_\_\_\_ Garage \_\_\_\_\_ Proch/s \_\_\_\_\_

Total Sq. Ft. of project \_\_\_\_\_ Residential & Commercial fee is a base price + total sq. ft.

Number of Bedroom/s \_\_\_\_\_ Number of full bath/s \_\_\_\_\_ ½ bath/s \_\_\_\_\_

**Construction Plans:** A full (easily readable) set of complete construction plans, with truss sheet.

All required plans shall be supplied at the time of application or the permit will not be issued!

Total estimated amount of building construction. \$ \_\_\_\_\_

**Footer & Foundation (if for crawlspace):** (Check all that applies):

Poured Concrete \_\_\_\_\_ Block \_\_\_\_\_ Pole \_\_\_\_\_ Anchored \_\_\_\_\_ (pre-manufactured bld.)

**Basement Walls:** (Check one): Poured concrete \_\_\_\_\_ Block \_\_\_\_\_ Other \_\_\_\_\_

**Walls: Exterior Finish** (Check all that applies):

Concrete Siding \_\_\_\_\_ Block/Brick \_\_\_\_\_ Metal \_\_\_\_\_ Vinyl \_\_\_\_\_ Wood/Log \_\_\_\_\_ Other \_\_\_\_\_

**Roof:** (Check all that applies): Shingle \_\_\_\_\_ Metal \_\_\_\_\_ Other \_\_\_\_\_

**Septic:** Copy of Septic Permit or Letter from Sewer Provider shall be submitted at the time of application, or the permit shall not be issued!

**Electrical:** (Check which applies)

S.S. In. REMC \_\_\_\_\_ Decatur Co. REMC \_\_\_\_\_ Duke \_\_\_\_\_

Accessory building is not attached to residence. Check which applies.

**Accessory Building:** Yes \_\_\_\_\_ No \_\_\_\_\_ **Addition to Residence:** Yes \_\_\_\_\_ No \_\_\_\_\_

Concrete floor Yes \_\_\_\_\_ No \_\_\_\_\_ Bedroom addition Yes \_\_\_\_\_ No \_\_\_\_\_

Electric Yes \_\_\_\_\_ No \_\_\_\_\_ On Basement Yes \_\_\_\_\_ No \_\_\_\_\_

Plumbing Yes \_\_\_\_\_ No \_\_\_\_\_ Plumbing Yes \_\_\_\_\_ No \_\_\_\_\_

Insulation Yes \_\_\_\_\_ No \_\_\_\_\_ Electric Yes \_\_\_\_\_ No \_\_\_\_\_

**Manufactured Home Installers License Number (If Applicable):** \_\_\_\_\_

**Manufactured Home Installation Manual:** Both the License Number and Installation

Manual shall be supplies at the time of application, or the permit will not be issued!

**Plumbers License Number:** \_\_\_\_\_

The plumbers name and license number (Indiana License Only) shall be submitted at the time of application, or the permit will not be issued!

\_\_\_\_\_  
(Applicant)

\_\_\_\_\_  
(Date)

# Ripley County Building Department

102 W First North St.

Versailles, In 47042

812-689-6068

**Firefighter Safety Notification**

Section 1. IC 22-11-21

Effective July 1, 2018

**APPLICATION MUST BE COMPLETELY FILLED OUT BEFORE PERMIT CAN BE ISSUED!!!**

Home owners name : \_\_\_\_\_

Job site address : \_\_\_\_\_

County : \_\_\_\_\_ Township : \_\_\_\_\_

\*\*\*This applies to Class 1 or Class 2 structures.

The county of Ripley is required to notify local fire departments and local 911 call centers when "advanced structural components" (lightweight I-joists or lightweight roof trusses) are utilized in the construction of Class 1 or Class 2 structures. "Advanced structural components" are defined as:

- 1) Have less mass cross-sectional area than sawn lumber of equivalent proportions used in an equivalent application; and
- 2) are assembled from combustible or noncombustible materials, or both.

What is being built: \_\_\_\_\_

Location of Advanced Structural Components:

Floor \_\_\_\_\_ Roof \_\_\_\_\_ Both \_\_\_\_\_

**FIRE DEPARTMENT:** \_\_\_\_\_

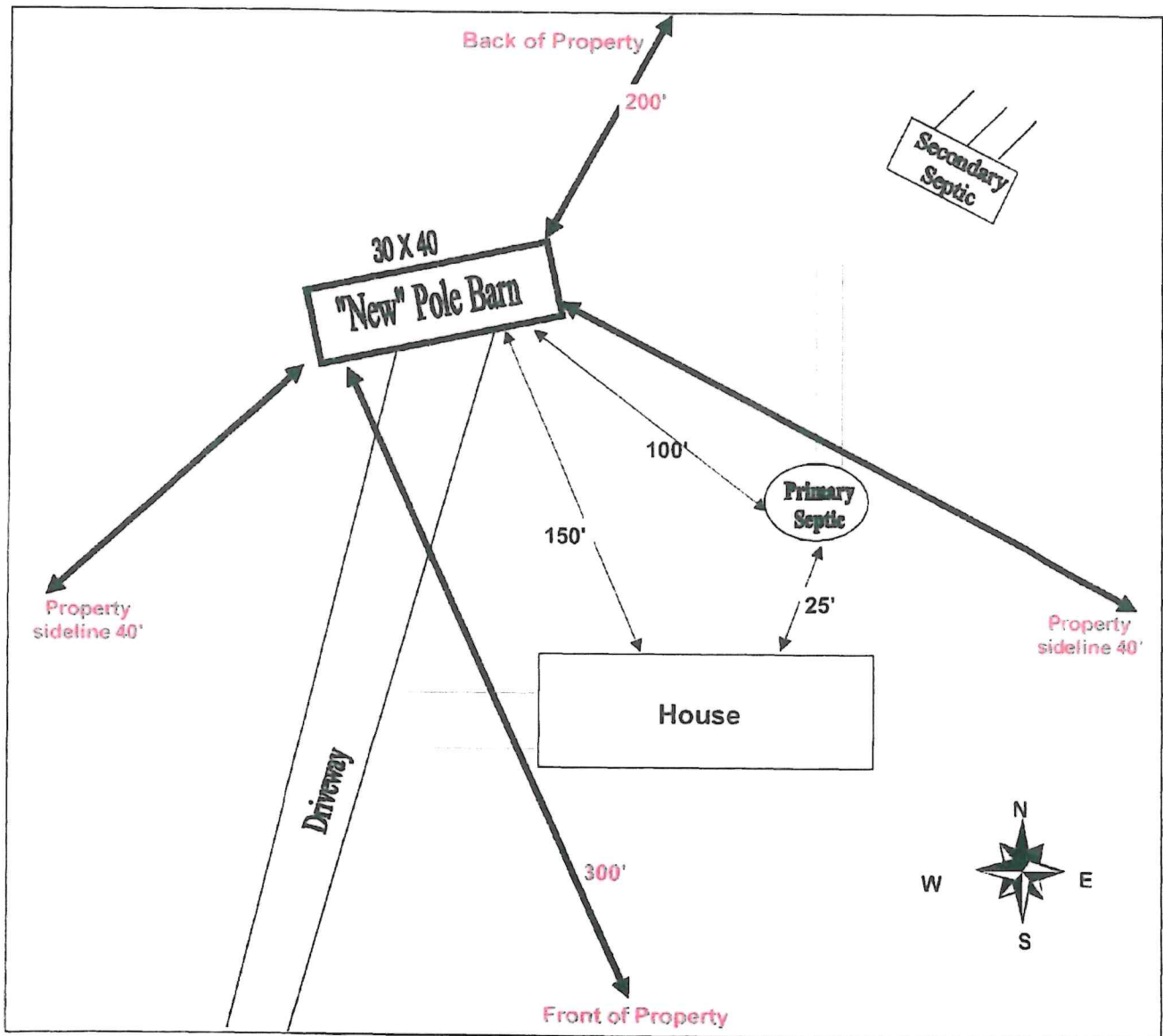
Signature : \_\_\_\_\_ Print \_\_\_\_\_

Date: \_\_\_\_\_ Permit# \_\_\_\_\_



## SITE PLAN "EXAMPLE"

Property Owner Name(s): Mr. & Mrs. John Doe	Electric Company: REMC - SE
Mailing Address: 1111 East County Road 1950 North Madison, IN 47250	Contractors Name: Joe Smith
Phone: 812-555-0000	Address: 4444 South County Road 1500 North Sunman, IN 47041
Tax ID Number 001-100001-01	Phone/Cell # (812) 623-0000 (513) 222-1111
Job Location Address - County/US Road Name: US 50 West Dillsboro, IN 47018	
Lot Size/Acres: 15 Acres	Plumbers' Name: Barry Smith
Location of building(s)	Phone/Cell # (812) 555-2222 (765) 222-5555
Size of building(s) 30 X 40 + Sq. Ft. if applicable	Plumber License #: PC 81002950
Driveway Location	
Location of all septic sites	



County/State Road Name US 50 West, Dillsboro, IN 47018

# CHECK LIST

THIS CAN HELP MAKE SURE YOU HAVE ALL INFORMATION NEEDED  
BEFORE COMING IN FOR YOUR PERMIT

**APPLICATIONS MUST BE COMPLETED IN FULL BEFORE  
PERMIT CAN BE ISSUED.**

- \_\_\_ CALL 811, IT IS REQUIRED BY STATE LAW. PLEASE HAVE THE TICKET NUMBER PRIOR TO COMING TO THE OFFICE.
- \_\_\_ TRUSS SHEET, SIDE CUT VIEW, AND FLOOR PLANS MUST BE PROVIDED BEFORE PERMIT CAN BE ISSUED (NEED FULL SET OF CONSTRUCTION PLANS)
- \_\_\_ ALL NEW CONSTRUCTION INVOLVING SEPTIC/SEWER, OR ADDING OF BEDROOM(S) TO EXISTING STRUCTURE, REQUIRES A LETTER FROM THE HEALTH DEPARTMENT OR TOWN.
- \_\_\_ SITE PLAN FILLED OUT WITH PROPERTY OWNERS INFORMATION. ALL NEW AND EXISTING BUILDINGS, INCLUDING SEPTIC LOCATIONS. DISTANCE FROM PROPERTY LINES AND PUBLIC ROADS.
- (SITE PLAN MUST BE ON MINIMUM OF 8 ½ X 11 PLAIN PAPER)
- \_\_\_ COMMERCIAL BUILDINGS REQUIRE A STATE RELEASE