

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 typing or it will not be accepted.

It should be completed in English only. There is a (5) day waiting period. This waiting period may be waived as per SECTION 80.39: ADMINISTRATION.

APPLICATION FORM

• **Property/Owner Information:**

- 1. Name _____
- 2. Address _____
City _____ State _____
- 3. Phone number _____ Cell _____
- 4. Email _____
- 5. Contractor Name _____
- 6. Address _____
City _____ State _____
- 7. Phone _____ Cell _____
- 8. Email _____

• **B. PROPERTY INFORMATION**

- 1. Location of Property: Sec. _____ Twp. _____ Rng. _____
- 2. Township _____ Incorporated Town _____
- 3. Tax Parcel ID Number _____
- 4. Proof of Ownership by recorded deed _____
- 5. Acres involved _____ Is a survey available for Property _____
- 6. Current Zone of property _____
- 7. Proposed building(s) for livestock? _____
- 8. (if Applicable) Septic Permit Number _____ Sewer Letter _____
- 9. 811 Ticket Locate Number (call before you dig) _____
- 10. Driveway Permit issued by County/State Highway Department _____
- 11. Is this property located with a Floodplain? Yes _____ No _____

(Applicant's Signature)

(Date)

CONSTRUCTION INFORMATION

Job Site Address: (SHALL BE POSTED IN SITE) _____

Size of Proposed Structure: Width _____ Length _____ Height (side wall) _____

Area of sq. ft. per floor (i.e. living area, garage, porch(s), ANYTHING COVERED.) _____

Residential and Commercial fees are a base price + total sq. footage.

1st floor _____ (Min. 950 sq ft living area) 2nd floor _____ garage _____

Porch/s _____ Total sq footage of project _____

Number of Bedroom/s _____ Number of full bath/s _____ 1/2 bath/s _____

CONSTRUCTION PLANS: A full (easily readable) set of complete construction plans, with truss sheet/s. All required plans shall be supplied at the time of the application or permit will not be issued. **WE CANNOT ACCEPT ELECTRONIC COPIES. ALL PLANS SHALL BE PRINTED BY APPLICANT.**

Total estimated cost of building construction. \$ _____

Footer and foundation (if crawlspace): (Check all that apply)

Poured Concrete _____ Block _____ Pole _____ Anchored _____ Other(list) _____

Basement Walls: (check one): Poured concrete _____ Block _____ Other _____

Walls: Exterior Finish (check all that apply)

Concrete siding _____ Block/Brick _____ Metal _____ Vinyl _____ Wood/log _____ Other _____

Roof: (check all that apply) Shingle _____ Metal _____ Other(list) _____

Septic/Sewer: (Actual septic Permit or letter from Sewer Provider shall be submitted at the time of Application, or no permit shall be issued.) Septic Permit number _____ Sewer _____

Electric Provider: S.E. REMC _____ Decatur Co REMC _____ Duke _____

Accessory building is anything not attached to residence: Check all that apply

Accessory Building: Yes _____ No _____

Concrete floor Yes _____ No _____

Electric Yes _____ No _____

Plumbing Yes _____ No _____

Insulation Yes _____ No _____

Addition to Residence: Yes _____ No _____

Bedroom Addition Yes _____ No _____

Electric Yes _____ No _____

Plumbing Yes _____ No _____

On Basement Yes _____ No _____

Indiana Plumbers Name and License Number:

Plumbers Name (Indiana): _____ License Number: _____

Plumbers Name and Number shall be listed at time of application, or no permit will be issued. **Per Indiana Code: 25-28.5 you must be a licensed Plumber to do any plumbing in Ripley County.**

Manufactured Home Installers License Number: (Installation manual shall be supplied at time of permit)

Manufactured installers name: _____ License Number of installer _____

Applicant Signature: _____ Date: _____

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 residents shall obtain a Certificate of Occupancy only upon final completion of the project. Failure to obtain the Certificate of Occupancy may result in the denial of the Homestead Exemption. The Certificate of Occupancy shall be presented to the Auditor's office to obtain exemption.

Ripley County Zone Code Chapter 80 section 80.39 (X) Restrictive Covenants

The issuance of an improvement location permit and/or a Certificate of Occupancy in no way permits the violation of any restrictive covenants relative to the real estate.

It is the responsibility of the homeowner to search his/her property records and the records of Ripley County, IN., (which may be available in the offices of the Recorder and/or Surveyor) to verify that there are no easements or restrictive covenants on said property. Subdivisions, as well as lots may be subject to easements and/or covenant restrictions.

There shall be no permit issued without written verification.

The applicant understands and acknowledges that construction of an Improvement encroaching on any portion of an easement or in violation of restrictive covenants, may result in the removal of all or some of the improvement.

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Ordinance 2025-07 as adopted by the Town of Sunman.

Any resident within the Corporation limits of Sunman, Indiana, will need to get prior approval from the Town on any improvement on said piece of property.

I affirm that I have completed a search for any easements and or restrictive covenants on the property that I am Seeking the Improvement Permit.

Applicant _____ Date _____

APPLICATION INSTRUCTION SHEET

A. Personal Information

1. **Name:** The name(s) of property owner
2. **Mailing address** where applicant currently resides
3. **Phone Number(s):** This is necessary for communication

B. Property Information

4. **The section, Township, and Range** can be found at the beginning of your legal description on your deed. This can also be found on Ripley County, In Map.
5. **The TAX ID Number** can be found on your tax statement, or can be obtained In the building department. **If a new lot has been created**, the new survey and deed will need to be recorded in the Recorder's office, before the Auditor will issue a Tax Parcel Number for new lot. No permit shall be issued without a Tax ID Number.
6. **Proof of ownership** must be provided. An example of proof would be a deed, or land contract.
7. **A survey** is not necessary for an Improvement Location Permit, but could be helpful for drawing the site plan.
8. Any new construction requires a driveway permit. This would include the existing driveway.

C. Utilities and Infrastructure Information:

9. A letter from the town stating you have water/sewage hookup will be needed before getting a permit.
If needing a septic system, you will need a Septic Permit prior to getting a permit. If you have a current septic system, and are adding bedrooms or replacing an existing home you will need a letter from the Health department stating the system is adequate and not in failure.
10. 811 (CALL BEFORE YOU DIG) required by Federal law, and must be completed before permit will be issued.

D. Site Plan information: Can see current Zoning Codes on our website under Zoning section 80.

1. A Site plan does not have to be a professional drawing, but it must be drawn complete and neatly.
2. It shall be drawn on an 8"x 11" clean white paper in ink.
3. It shall show the location and size of all buildings, existing and proposed, with distance measured to the street, and property lines. There are setbacks that need to be followed. These setbacks can be found on our website under Figure 1 chart.
4. Show adjoining roads or streets, their names, and their proposed right-of-way according to Ripley County Comprehensive Plan Amendment Resolution Number 2004-34.
5. Primary and Secondary septic sites shall be listed on the site plan.

E. All FEES must be paid at the time of the application. Fees are non-refundable

Applicant _____ Date _____

SITE MAP

NORTH OF PROPERTY

West

East

Front of Property: Name County Rd/State Hwy:_____

RIPLEY COUNTY BUILDING DEPARTMENT
Firefighter Safety Notification Section 1.1C 22-11-21 Effective July 1, 2018
102 W First North Street Versailles, In 47042 (812-689-6068)

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 or equivalent proportions used in an equivalent application; and
- 2) Are assembled from combustible or noncombustible materials, or both.

CONSTRUCTION BEING BUILT: _____

LOCATION OF ADVANCED STRUCTURAL COMPONENTS:

FLOOR LOCATION _____ ROOF LOCATION _____ FLOOR/ROOF LOCATION _____

NAME OF FIRE DEPARTMENT : _____

SIGNATURE OF HOMEOWNER: _____

HOME OWNER PRINT NAME : _____

DATE: _____ PERMIT NUMBER _____

EXAMPLE OF ITEMS NEEDED TO BE DONE BEFORE PERMIT CAN BE ISSUED

REMINDER TO HOMEOWNERS & CONTRACTORS: **NO WORK SHALL BE DONE WITHOUT PERMIT.**
PER CODE SECTION 80.39 (Y) PERSON(S) RESPONSIBLE FOR OBTAINING A BUILDING PERMIT.
CAN FACE POSSIBLE FINES, AND WILL RESULT IN NO CERTIFICATE OF OCCUPANCY.

**ALL APPLICATIONS MUST BE COMPLETED IN FULL BEFORE PERMIT CAN BE ISSUED THIS INCLUDES
THE FOLLING INFORMATION:**

- CALL 811 BEFORE YOU DIG. IT IS REQUIRED BY STATE/FEDERAL LAW.
- **FULL SET OF CONSTRUCTION PLANS:** SITE PLAN, FOUNDATION PLAN, FLOOR PLANS, STRUCTURAL DETAILS (FRAMING, CONNECTIONS)
 - EXTERIOR ELEVATIONS, AND STAIR CUT. ALL PLANS MUST BE LEGIBLE, DRAWN TO SCALE, AND SPECIFIC DETAILS SHOWING COMPLIANCE WITH IRC.
 - **ENGINEERED DESIGNS** (TRUSS SHEETS & I JOIST) CAN NOT BE THE QUOTE SHEET, AND MUST BE LEGIBLE.
- **SEPTIC/SEWER:** A SEPTIC PERMIT MUST BE OBTAINED FROM HEATH DEPARTMENT. IF ON SEWER, A LETTER FROM THE TOWN IS NEEDED.
- **DRIVEWAY PERMIT:** ANY UNDEVELOPED PROPERTY WILL NEED A DRIVEWAY PERMIT. IF A DRIVE EXISTS, WE WILL STILL NEED A LETTER FROM THE COUNTY OR STATE HIGHWAY THAT STATES YOUR CULVERT SIZING IS ADEQUATE.
- **SITE PLAN:** SITE PLAN PAGE (INCLUDED WITH APPLICATION) WILL NEED TO LIST EXISTING STRUCTURE(S), NEW STRUCTURE(S), SEPTIC, DRIVEWAY(S), DISTANCE BETWEEN BUILDINGS, AND DISTANCE FROM PROPERTY LINES. THIS IS TO ENSURE THERE IS NO ENCROACHMENT ON ADJOINING PROPERTY.
- **COMMERCIAL** STRUCTURES WILL REQUIRE A STATE RELEASE.
- **VERIFIED** THERE ARE NO RESTRICTIVE COVENANTS OR EASEMENTS

SIGNATURE: _____ DATE: _____

