
PROCEDURE FOR REQUESTING A BUILDING PERMIT

A. CHECKLIST OF REQUIREMENTS FOR BUILDING PERMIT APPLICATION:

The following checklist indicates the requirements based on the type of Building Permit being requested.

1. **APPLICATION FOR PLAN EXAMINATION AND BUILDING PERMIT (ALL PERMITS).** The following sections of the application are to be completed by the applicant: Sections 1,2,3,4,5,6,8 (SECTION 7 IS NOT TO BE COMPLETED).

2. **LEGAL DESCRIPTION OF PROPERTY** (must accompany ALL permit applications): If the construction is located within a subdivision, the legal description must indicate the lot number, block number, and the book and page of the recorded plat. If the construction is not located in a subdivision, **the legal description can be taken ONLY from one of the following documents which must be submitted with the application.**

**Copy of Deed
Plat of Survey
Mortgage Survey
Title Insurance Policy
Offer to Purchase
Contract Sale**

If the permit is for an electrical AMP CHANGE ONLY, a tax statement may be acceptable only if it is sufficiently worded to afford a proper description.

3. **SITE PLAN DRAWN TO SCALE**
MUST accompany all permit applications except electrical amp changes. Two (2) copies of the site plan are to be submitted with the application. These must be drawn to scale showing the length and width of the property, all abutting roads, alleys or easements, ALL EXISTING structures, including fences, and proposed placement of the new building (s), including top of foundation elevations that are to match those elevations described on the engineering drawings of any subdivision.

Dimensions must be shown for all buildings as well as distances to the property lines. The driveway location must also be shown on the site plan.

If the proposed use requires a parking area for four (4) or more cars, detailed parking plans must be submitted with the application.

4. DETAILED CONSTRUCTION PLANS

If called for, must accompany all permit applications. Two (2) sets of detailed construction drawings must be submitted for a commercial building, or a building housing three (3) or more families.

NOTE: ABSOLUTELY NO REVERSE PLANS WILL BE ACCEPTED!

5. LIMITED CONSTRUCTION PLANS

(Determined by type of construction - garages, storage sheds, etc.) Construction plans will consist of a floor plan and cross-section of the building (samples available upon request). In the case of oversize storage buildings, etc., you must submit a plan showing the CERTIFICATION OF THE TRUSS, if applicable BZA approval letter.

6. ESTABLISHMENT OF OWNERSHIP.

All applications for Building Permits must be signed by the owner of the property or a contractor holding a CURRENT LAKE COUNTY CONTRACTORS LICENSE AND/OR REGISTRATION. The full name, address and telephone number of the owner must be stated on the application.

7. OWNER OR CONTRACTOR AFFIDAVITS

Owners and Contractor's shall submit affidavits for all work to be done. The affidavits shall state the type of work and who will be doing the work (owner or contractor). Contractor's shall be registered/licensed per Contractor Licensing Ordinance #1628. Owners will be allowed to construct one (1) Residence every seven (7) years.

B. APPROVAL LETTERS FROM OTHER AGENCIES

(Where applicable) must accompany the Building Permit application.

1. FOR RESIDENTIAL CONSTRUCTION

The following approvals must be submitted:

- a. **LAKE COUNTY HEALTH DEPARTMENT** if proposed sewage system is to be by septic tank.
- b. **SEWER UTILITY COMPANY** if proposed sewer disposal is to be done by connecting to a private utility company.

- c. **LAKE COUNTY HIGHWAY DEPARTMENT** if on county road requiring a new entrance to the property or remodeling an existing entrance, or to obtain a culvert permit.
- d. **STATE HIGHWAY DEPARTMENT ONLY IF**
A new entrance is proposed on a State Highway, or if an existing entrance on a State Highway is being remodeled, or changing a residential entrance to a commercial entrance.

2. FOR COMMERCIAL TYPE CONSTRUCTION

The following approvals must be submitted, where applicable:

- a. **LAKE COUNTY HEALTH DEPARTMENT** (see above).
- b. **SEWER UTILITY COMPANY** (see above).
- c. **LAKE COUNTY HIGHWAY DEPARTMENT** (see above)
- d. **LAKE COUNTY SURVEYOR DEPARTMENT APPROVAL** for any commercial project involving a parking lot exceeding four (4) spaces.
- e. **INDIANA STATE FIRE MARSHALL APPROVAL** on Construction Design Release.
- f. **INDIANA DEPARTMENT OF HOMELAND SECURITY- DIVISION OF FIRE SAFETY ND PLAN REVIEW**-Construction Design Release and letter from Design Professional attesting that the two (2) sets of construction prints they are submitting are the same as approved by the state for the project # on their Construction Design Release.

C. PROCESSING APPLICATION

Upon receipt of the required information, the application will be checked through the Zoning and Building Divisions of the Lake County Plan Commission. If all is approved, the applicant will be notified that the Building Permit is approved and the fee established. The applicant has thirty (30) days in which to pick up the permit. If the permit is denied, or if it is held up for any reason, the applicant will be notified by this office.

D. DURATION OF PERMIT VALIDITY

Construction work must be started within three (3) months of issuance of the permit with the foundation inspected and approved within that three month period. All construction must be completed within two (2) years. If work is not started within 3 months of issuance, the Building Permit shall become null and void once started, work must be completed within two (2) years of date of issuance or a renewal permit must be applied for.

E. INSPECTION INFORMATION

The owner of a permit is required by law to notify this office 24 hours in advance when construction is ready for the following inspections (**NO INSPECTION WILL BE MADE WITHOUT THE PROPER PERMIT BEING VISIBLY POSTED AND ALL SURVEY STAKES VISIBLE!**)

RE-INSPECTION FEES. If an inspection is called for and the inspector cannot access the building or the work is not complete a re-inspection fee of fifty (\$50.00) dollars will be charged per trade.

1. **FOOTING PRE-POUR INSPECTION.** Required for all commercial projects, all new residences, all additions, all unattached garages, all pole barns, decks, swimming pools, etc
2. **PRE-POUR FOUNDATION.** Prior to pouring foundation walls inspection to check for rebar, electric runs, venting through walls, sleeves, etc. Footing will also be inspected at this stage.
3. **FOUNDATION INSPECTION.** After the foundation wall is poured or laid and prior to backfilling, an inspection must be made to ascertain proper anchor bolts, waterproofing, drainage tiles, stone cover, insulation and condition of concrete or block walls.
4. **PRE-POUR INSPECTION.** Required on any slab work which will cover or bury any electrical runs, plumbing runs, heating ducts, etc.

NOTE: ALL OF THE PRECEDING ITEMS MUST BE LEFT UNCOVERED BEFORE AN INSPECTION WILL BE MADE. In other words, no backfill prior to inspection.

5. **ELECTRICAL RELEASES.** Under no circumstances will there be any electrical release until the proper inspection has been made and approved by this office.
6. **ROUGH-IN INSPECTION.** After all framing, electrical, HVAC & plumbing work is completed, and all fire and draft stops are installed, and prior to insulation and drywall installation
7. **INSULATION INSPECTION.** Prior to drywall.
8. **ADDITIONAL INSPECTIONS FOR COMMERCIAL BUILDING PERMITS**
 - a. In-masonry or concrete wall electrical inspection for the purpose of checking electrical runs.
 - b. Structural masonry inspection.

- c. Inspection for hollow core masonry walls using vermiculite insulation.

9. Additional inspections for “special cases” may be required as determined by the Lake County Building Inspector.

F. RESIDENTIAL PERMITS-FINAL INSPECTION AND REQUEST FOR CERTIFICATE OF OCCUPANCY.

PRIOR to the final inspection, after all work is completed and occupancy is being requested, all final letters of approval from the various agencies must be in our office **BEFORE** the final inspection will be scheduled:

- 1. Final sewer Tap-in approval from the utility company, or the Green Approval Tag from the Lake County Health Department (if indicated).
- 2. Final approval for culvert permit-County or State Highway

G. COMMERCIAL PERMITS-FINAL INSPECTION AND REQUEST FOR CERTIFICATE OF OCCUPANCY. The final letters of approval, where indicated, must be submitted to this office **BEFORE** the final inspection will be scheduled.

- a. Final Sewer Tap-In Approval from the utility company, or the Green Approval Tag from the Lake County Health Department.
- b. Final Approval (where required) from the Lake County and/or Indiana State Highway Department
- c. Final Approval from the Lake County Surveyors Office.
- d. Location Survey and Architects Certification.(as-built Survey)
- e. State Fire Marshall Approval letter (local Fire Department).
- f. Engineer/Architect letter of Final Inspection Compliance to all codes.
- g. In some cases, a Certified Check or Performance Bond may be requested.

STIPULATIONS:

No building shall be used or occupied in whole or in part until a Certificate of Occupancy has been issued in writing by this department

Notice by telephone (or other means) shall be given at least 24 hours prior to the inspection being made. No work shall proceed unless the inspection is approved by the inspector.

Failure to call for an inspection at the proper time is a violation of the Lake County Building and Zoning Ordinances and is subject to court action.

WHEN A BUILDING IS RED TAGGED, THE RED TAG MUST REMAIN UNTIL REMOVED OR VOIDED BY THE INSPECTOR OR STAFF.

If a re-inspection is necessary, the Fifty Dollar (\$50.00) re-inspection fee must be paid to this office PRIOR to scheduling another inspection.