

**SUBMITTAL REQUIREMENTS**

**THE FOLLOWING STEPS NEED TO BE COMPLETED TO OBTAIN A BUILDING PERMIT**

1. Driveway permit from Newton County Highway Department (219) 285-2595
2. Septic & well permits from Newton County Health Department (219) 285-2052
3. Completed building permit application (219) 285-6080
4. Plat of survey and/or site plan showing the following:
  - A. Lot dimensions
  - B. Location and dimensions of all improvements
  - C. Setbacks from all property lines, septic & structures
5. Building prints/plans
  - A. Footing & foundation
  - B. Floor plans
  - C. Cross section

**INSPECTION SCHEDULE**

*THE OWNER OF A PERMIT IS REQUIRED TO NOTIFY THE BUILDING DEPARTMENT DURING WORKING HOURS, AT LEAST 24 HOURS IN ADVANCE, WHEN CONSTRUCTION IS READY FOR INSPECTION.*

1. Footing pre-pour (prior to concrete)
2. Foundation (prior to backfill)
3. Rough-in (prior to insulation)
4. Insulation (prior to wallboard)
5. Final (prior to occupancy)

*INSPECTION OF WORK FOUND TO BE INCOMPLETE OR NOT READY FOR INSPECTION IS SUBJECT TO AN ASSESSMENT OF A RE-INSPECTION FEE OF \$30.00*

**BUILDING PERMIT FEES**

*RESIDENTIAL PERMITS ARE FIGURED AT 20 CENTS PER SQUARE FOOT. COMMERCIAL PERMITS ARE FIGURED AT 40 CENTS PER SQUARE FOOT. MINIMUMS AND MAXIMUMS AS NOTED BELOW.*

<u>TYPE</u>	<u>MINIMUM</u>		<u>MAXIMUM</u>
Single Family Dwelling	\$200.00	1,20 SQ. FT	\$400.00
Multi-Family Dwelling*	\$100.00 per unit		
Manufactured	\$200.00	1,20 SQ. FT	\$400.00
Mobile Home	\$100.00	1,20 SQ. FT	\$200.00
<i>Res.</i> Addition/Remodel	\$100.00	1,20 SQ. FT	\$200.00
Garage/Post Frame	\$100.00	1,20 SQ. FT	\$200.00
Accessory	\$50.00	1,20 SQ. FT	\$100.00
Commercial*	\$400.00	1,40 SQ. FT	\$1000.00

**\*ALL MULTI-FAMILY AND COMMERCIAL PERMITS REQUIRE A \$30.00 FEE PER INSPECTION PAYABLE ON FINAL INSPECTION**

**PERMIT & PETITION FEES**

Electric Service	\$50.00	WATER TAP	\$400
Swimming Pools	\$100.00	Sewer TAP	\$300
Signs (larger than 4 sq.ft.)	\$100.00	Com. Sewer tap	\$350
Change of Land Use	\$200.00	Demolition Permit	\$50
Variance	\$150.00	Deck	\$25
Special Exception	\$150.00		
Subdivision	\$200.00		
Minor Subdivision	\$100.00		

**Applicant represents that all details of the proposed structure will comply in all respects with minimum requirements as provided in the building and zoning ordinances of Newton County, Indiana, and of the State Building Code of the State of Indiana. Applicant acknowledges and agrees that any violation of the county ordinances or state law with respect to building or zoning, as well as failure to abide by the terms of this application, will result in legal action by the Building Commissioner. The applicant further acknowledges and agrees that any such legal action required on behalf of the Newton County Building Commissioner will be at the expense of the applicant including but not limited to, court costs and attorney's fees.**



**APPLICATION FOR PERMIT**  
**Building Commissioner, Kentland, Indiana**

Town of Kentland Building Department  
 300 N Third Street  
 Kentland, IN 47951

Phone: (219)474-5062 Fax: (219) 474 9430

Permit # \_\_\_\_\_

P E R M I T	T Y P E	<input type="checkbox"/> Conventional	<input type="checkbox"/> Commercial	Manufacturer _____ Model Name _____ Model Year _____ Serial _____
		<input type="checkbox"/> Manufactured	<input type="checkbox"/> Accessory	
		<input type="checkbox"/> Mobile Home	<input type="checkbox"/> Garage	
		<input type="checkbox"/> Multi-Family	<input type="checkbox"/> Electric	
		<input type="checkbox"/> Remodel	<input type="checkbox"/> Pool	
<input type="checkbox"/> Addition	<input type="checkbox"/> Sign	Amps _____	Temporary _____	Permanent _____
<input type="checkbox"/> Demolition	<input type="checkbox"/> Other		Filter Type _____	Fenced Area _____

O W N E R	I N F O	Name of Applicant _____	Date of Application _____
		Address _____	Home Phone _____
		Owner of Real Estate _____	Work Phone _____
		Address _____	Cell Phone _____
			Pager # _____

P R O P E R T Y	I N F O	Legal Description of Property _____
		Map # _____
		Flood Plain: Yes _____ No _____
		Type of Structure _____
		Location Directions _____
		Tax ID # _____
		Zoning _____
		Township _____
		Proposed Use _____

B U I L D I N G	D E T A I L S	Setbacks: Front _____	Side _____	Side _____	Rear _____	Other Structures _____	
		Building: Width _____	Length _____	Height _____	Square Feet _____		
		Footing: Depth _____	X _____	Width _____	Chimney Information _____		
		Foundation Type _____	Width _____	Engineered Trusses _____	"O.C. or _____		
		Floor Joist _____	X _____	"O.C. _____	Rafters _____	X _____	"O.C. _____
		Exterior Walls _____	X _____	"O.C. _____	Ridge Beam _____	X _____	
		Exterior Sheeting _____	Exterior Siding _____	Roof Type: Sheeting _____	#Paper _____		
		Interior Walls _____	X _____	"O.C. _____	Shingle Type _____	Ins. Type _____	R-Value _____
		Insulation Type _____	R-Value _____	Septic Permit # _____	Well Permit # _____		
		New Construction Cost \$ _____					

		COMPANY NAME	PHONE #	Newton County REGISTRATION #
C O N T R A C T O R	I N F O	General _____	_____	_____
		Electrical _____	_____	_____
		Plumbing _____	_____	_____
		Mechanical _____	_____	_____
		Excavation _____	_____	_____
		Concrete _____	_____	_____
		Carpentry _____	_____	_____
		Roofing _____	_____	_____
		Insulation _____	_____	_____
		Drywall _____	_____	_____
		Masonry _____	_____	_____
		Painting _____	_____	_____
		Gutters _____	_____	_____
		Other _____	_____	_____

**THE APPLICANT ACKNOWLEDGES THAT THE INFORMATION CONTAINED ON THE BACK OF THIS FORM IS PART OF THIS APPLICATION AND THAT THE APPLICANT IS BOUND BY SAID INFORMATION.**

Applicant's Signature \_\_\_\_\_

Approved by \_\_\_\_\_  
 Received Permit Fee \$ \_\_\_\_\_ Date \_\_\_\_\_

Application Denied \_\_\_\_\_

\_\_\_\_\_  
 Clerk Treasurer, Town of Kentland

SUBMITTAL REQUIREMENTS  
 (over)