



Town of
INGALLS, IN

DETACHED GARAGE, DECK, OR ACCESSORY STRUCTURES

PERMIT APPLICATION PACKET

FOR OFFICE USE ONLY
Permit Number: _____
Name: _____
Address: _____
Phone: _____
Filing Fee: \$_____



Town of INGALLS, IN

The Town of Ingalls is required by law to inspect construction. The requirements are defined by the "Indiana Building Code" with references to the Electrical, Mechanical, Plumbing, Pool Codes, etc. **as amended by the State of Indiana. Building officials are not empowered to wave code requirements set by state law.**

As you proceed with construction, it is imperative that you chose licensed contractors who understand and comply with code requirements. As a homeowner, Indiana allows you to perform any construction without a license. However, all construction completed by homeowners is still required to meet code regulations set forth by the State of Indiana. Homeowners who plan on completing construction on their own should consult with licensed professionals and/or purchase a Code Check reference book.

INSPECTIONS

Inspection fees will be charged as a lump sum as listed in the Fee Schedule. This fee will cover the inspections listed below.

- ☐ **1. Temporary Electrical Pole:** When the temporary pole set is set and once the meter box, disconnect, and GFCI outlets are installed. Temporary poles are required to be grounded to meet current standards.
- ☐ **2. Footer Forms:** When all footings are formed and reinforcement steel is in place. All water must be pumped out and holes scraped clean to solid ground. The inspection shall be completed before concrete is poured.
- ☐ **3. Underslab:** When the underground perimeter drain and/or under-slab plumbing is in place prior to it being covered. The ground should be level and all construction debris shall be removed from the foundation area. A 6-millimeter vapor barrier shall be present at the job site.
- ☐ **4. Foundation:** When the foundation walls, anchor bolts, seal, and seal plates are in place. This inspection shall be done prior to backfill and any required waterproofing and insulation shall be in place.
- ☐ **5. Rough-in Inspection:** The fire stop shall be in place at chases, upper and lower plates, and all horizontal wall and floor cavities of 10 feet or more.
 - ☐ **Frame:** When the roof is in place, windows and doors are installed, and the house wrap is on the exterior.
 - ☐ **Rough Electrical:** When all electrical conduit, wire, panels, outlet boxes, switch boxes, equipment boxes, isolation switch boxes, etc. have been properly installed and all joints in boxes have been connected. Low voltage and fire alarm wiring shall also be in place.
 - ☐ **Rough Heating:** When all ductwork has been installed and properly supported, A/C lines are run, equipment platforms built, provisions made for combustion air, and the entire rough system is complete. Duct joints shall be taped or sealed with mastic fiberglass and fireplace(s) (if applicable) shall be installed in accordance with current standards.
 - ☐ **Rough Plumbing:** When all rough plumbing lines, vents, laterals, etc. have been completed and a test (when required) is applied to the system.
- ☐ **6. Energy Inspection:** When all sidewall and batt insulation has been installed. Exterior boxes and interior spaces around windows and doors shall be sealed at the interior. If the ceiling is to be blown in the soffit, baffles shall be installed.
- ☐ **7. Final Inspection:** ALL OTHER REQUIRED INSPECTIONS MUST BE COMPLETE AND APPROVED BEFORE A FINAL BUILDING INSPECTION WILL BE MADE. All electrical systems, outlets, lights, equipment, etc. shall be complete; including switch plates, outlet covers, labeling of breaker panel switches, etc. Street address numbers shall be installed on the structure. All plumbing shall be installed and water pressure to the fixtures. The site shall be clear of trash and debris with required landscaping installed. The building shall be ready for occupancy.

Occupying or using a structure or improvement without a Certificate of Occupancy or Certificate of Compliance will result in a daily fine set by the approved fee schedule. Additionally, a re-inspection fee will be charged for any inspection that is not complete and/or inaccessible for the Inspector at the time of the inspection.

I, the undersigned, agree to call for scheduling 5 - 10 business days prior to required inspections. If missed or incomplete, I agree to pay all fines and penalties. A signed inspection record is required before covering work. If work has been completed prior to inspection, I agree to uncover and/or remove any area requested to allow proper inspection. I understand that the owner or contractor is responsible for the quality, completeness, and conformance of construction. An Inspector's failure to detect code violations or omissions is regrettable but does not indemnify the owner.

Date _____

Owner / Contractor _____



Town of INGALLS, IN

CHECKLIST

ACCESSORY STRUCTURE - REQUIRED INFORMATION HAVE YOU INCLUDED ALL OF THE FOLLOWING INFORMATION?

- ☐ **A completed Structural Building Permit Application (signed and dated).**
Please include the full mailing address (city, state, and zip) and phone number for the property owner and contractor.
- ☐ **Parcel ID Number for the property**
- ☐ **One copy of the Recorded Deed for the property**
- ☐ **Two (2) copies of the Site Plan (see Example Site Plan in packet), drawn to scale showing:**
 - 1. Outline of the entire property,
 - 2. Property line dimensions,
 - 3. Location of all site improvements: (buildings, mini-barns, parking areas, driveways, pools, lakes, etc.)
 - 4. All easements
 - 5. Setback distance from property lines to proposed improvement / structure
 - 6. Location of septic tank, septic field, and well. (If property is on septic and/or well)***Maximum size of Site Plan is 11 by 17 inches**
- ☐ **Two (2) copies of the Construction Documents (see Example Cross Section in packet) for the new structure(s).** If you have any questions on specific information, please call the Town Hall (317) 485-4321.
- ☐ **Two (2) copies of the Truss Design Drawings and Calculations with a Registered Indiana, Architect or Engineer's seal and signature on each page.**
(If trusses are to be used)
- ☐ **A completed Accessory Structures Questionnaire**
- ☐ **A completed Energy Inspection (If structure is to be insulated)**



Town of INGALLS, IN

STRUCTURAL BUILDING PERMIT APPLICATION

DETACHED GARAGE, DECK, OR ACCESSORY STRUCTURE

Incomplete Applications will not be processed - Permit Valid for One Year

1. Location of Construction Activity

Address: _____

Lot: _____ Subdivision: _____

Parcel #: _____ Floodway Map #: _____

Is property in or adjacent to an established Federal Flood Way Boundary Map Area or Special Flood Hazard Area?

☐ Yes ☐ No (Verify through zoning)

If yes, a complete Federal Elevation Certification shall be submitted.

2. Property Owner Information

Name: _____

Address: _____

Phone: (____) ____ - ____

Email: _____

3. Nature of Structural Work

A. Type of Structure

☐ Deck (floor surfaces over 30" above floor or finish grade)

☐ Accessory Structures (181 square feet and larger)

☐ Detached Garage or Carport

☐ Porch

B. Dimensions

☐ **Deck:** L _____ W _____ Railing _____

Sq. Ft. of Deck: _____

Height from deck floor to finished grade: _____

☐ **Accessory Structure:** L _____ W _____ H _____

Sq. Ft. of Accessory Structure: _____

☐ **Garage, Etc.** L _____ W _____ H _____

Sq. Ft. of Detached Garage: _____

C. Structure Classification: ☐ Residential ☐ Commerical

D. Total Cost of Job: _____

4. Special Conditions

Is there electrical work? ☐ Yes ☐ No

Is there plumbing work? ☐ Yes ☐ No

Is there HVAC work? ☐ Yes ☐ No

4. Contractor Information

A. Contractor: _____

Contact Person: _____

Address: _____

Phone: (____) ____ - ____ Fax: (____) ____ - ____

Immediate Contact Phone: (____) ____ - ____

Email: _____

Registered Contractor: ☐ Yes ☐ No #: _____

I hereby certify that I have the authority to make the foregoing application, that the application and accompanying site plan are correct, and that all construction will comply with all ordinances, currently adopted by the Town of Ingalls, IN. I further certify that the construction will not be used and/or occupied in any manner until all inspections have been made and the Building Inspector has issued a Certificate of Occupancy.

_____ Date: _____

Signature of Property Owner or Authorized Agent of Contractor

FOR OFFICE USE ONLY

☐ Application Approved

☐ Application Denied

Date Approved: _____ Initials: _____

☐ Special Conditions: _____



USE OF ALTERNATIVE PRODUCTS AND/OR METHODS OF INSTALLATION RELATED TO BUILDING CONSTRUCTION

Whenever a product or method of construction not approved by the Indiana Building Code (IBC) (as amended) is used in the construction or re-construction of any building structure, the following procedure will be followed when submitting your permit application and required supporting documentation, please provide the following:

Option A

- Two copies of detailed construction plans.
- Latest and active ES Report from ICC Evaluation Services, Inc.
(https://icc-es.org/evaluation-report-program/reports-directory/?csi_id=639&view_details)
- Most current in effect and up-to-date installation instructions from manufacturer of product to be used.

Or

Option B

- Two copies of detailed construction plans stamped and signed off by a licensed State of Indiana architect or engineer.
- Latest and active ES Report from ICC Evaluation Services, Inc. (see link above)
- Most current in effect and up-to-date installation instructions from manufacturer of product to be used.

When a change in the use of a product or method of construction (not approved by the IBC, as amended) has not been approved as a part of the initial building permit application and review and is found by the inspector at the time of a required inspection... work on that part of the building or structure shall stop immediately and information identified under Option A or B shall be provided to the Town of Ingalls Plan Commission for review. (STOP WORK ORDER will remain in effect until the information is submitted and approved.) Expect from 1-3 days for this information to be reviewed and approved. A permit re-review fee will be charged and paid prior to resuming any work on this project.

Signature of Property Owner

Signature of Contractor

Date

Date



CONSTRUCTION DOCUMENTS / PRINTS - REQUIRED INFORMATION

The following information is required to obtain a building permit for a residential property with the jurisdiction of the Town of Ingalls Plan Commission. This information will be reviewed for compliance with the minimum standards as outlined in the Indiana Residential Code (most current edition). The omission of any information noted below will cause delays in processing the building permit application. Please read these instructions carefully. If you have any questions, please feel free to contact the Building Inspector.

A set of construction documents / prints shall contain:

- ☐ Foundation Plans
- ☐ Floor Plans
- ☐ Wall Section or Building Section
- ☐ Building Elevation (Front, Back, and Side Views)
- ☐ Truss Calculations (If using Manufactured Trusses)

Foundation Plan

The following information shall be indicated:

1. Show and dimension (sizes) of all footings, pier footings, thickened slabs, etc.
2. Show foundation walls and locate crawl space vents, sump pit, and crawl access.
3. For basement: label use of rooms/areas, show location of water heater, furnace, electrical panel, sump pit, etc.
4. Show girders (floor beams) and note type and size.
5. Show the size, spacing, grade, and species of the floor joist. With an arrow, show the direction and span for the floor joist. (If the size, spacing, grade, species, or direction of span varies within the structure, indicate each variation.)

Example

2 x 10 F.J. @ 16" o.c.

No. 2, S.Y.P.

6. The minimum requirements for footing and foundations are found in Chapter 4 of the Indiana Residential Code (most current edition).

CONSTRUCTION DOCUMENTS / PRINTS - REQUIRED INFORMATION

Floor Plan

The following information shall be indicated:

1. All rooms shall be labeled as to use.
2. Rooms and partitions shall be dimensioned.
3. Show the location and size of all windows and doors.
4. Indicate areas with vaulted or cathedral ceilings.
5. Show size, spacing, grade, and species of floor joist (for level above), ceiling joist, and rafters. With an arrow, show the direction of span for the floor joist, ceiling joist, and rafters. (If the size, spacing, grade, species, or direction of span varies within the structure, indicate each variation.)

Example

2 x 10 F.J. @ 16" o.c.

No. 2, S.Y.P.

6. Indicate the location, size, and type of attic access. Refer to Table No. R 807, of the Indiana Residential Code. For minimum live load requirements of attic spaces, refer to Table 301.5.
7. Indicate the type of fireplace (masonry or factory).
8. Indicate the location and height of all required guardrails, handrails, or combination handrails/guardrails. See Section R 311.5.6.1 and R 312 of the Indiana Residential Code for minimum standards.
9. Note: If manufactured trusses are to be used, the truss design drawings and calculations (with a registered Indiana architect or engineer's seal and signature on each page) is required to be submitted as a part of the construction documents. These will be reviewed prior to the building permit being released.
10. For additions: Indicate alls to remain and walls which are to be removed. Also label the use of all rooms adjacent to the proposed addition.

Wall Sections or Building Section

The following information shall be indicated:

1. Show and note all typical building materials.
2. Show the location of finish grade.
3. Note the dimensions of footings and foundation walls, including the depth below finish grade.
4. Indicate the type of insulation and note their R-values.

CONSTRUCTION DOCUMENTS / PRINTS - REQUIRED INFORMATION

Building Elevations

The following information shall be indicated:

1. Show all sides of construction
2. Note the roof pitch and the chimney height.
3. Show all windows and doors and note the exterior finish materials.
4. Note the overall height of the structure.

Additional Details, Specifications, or Information

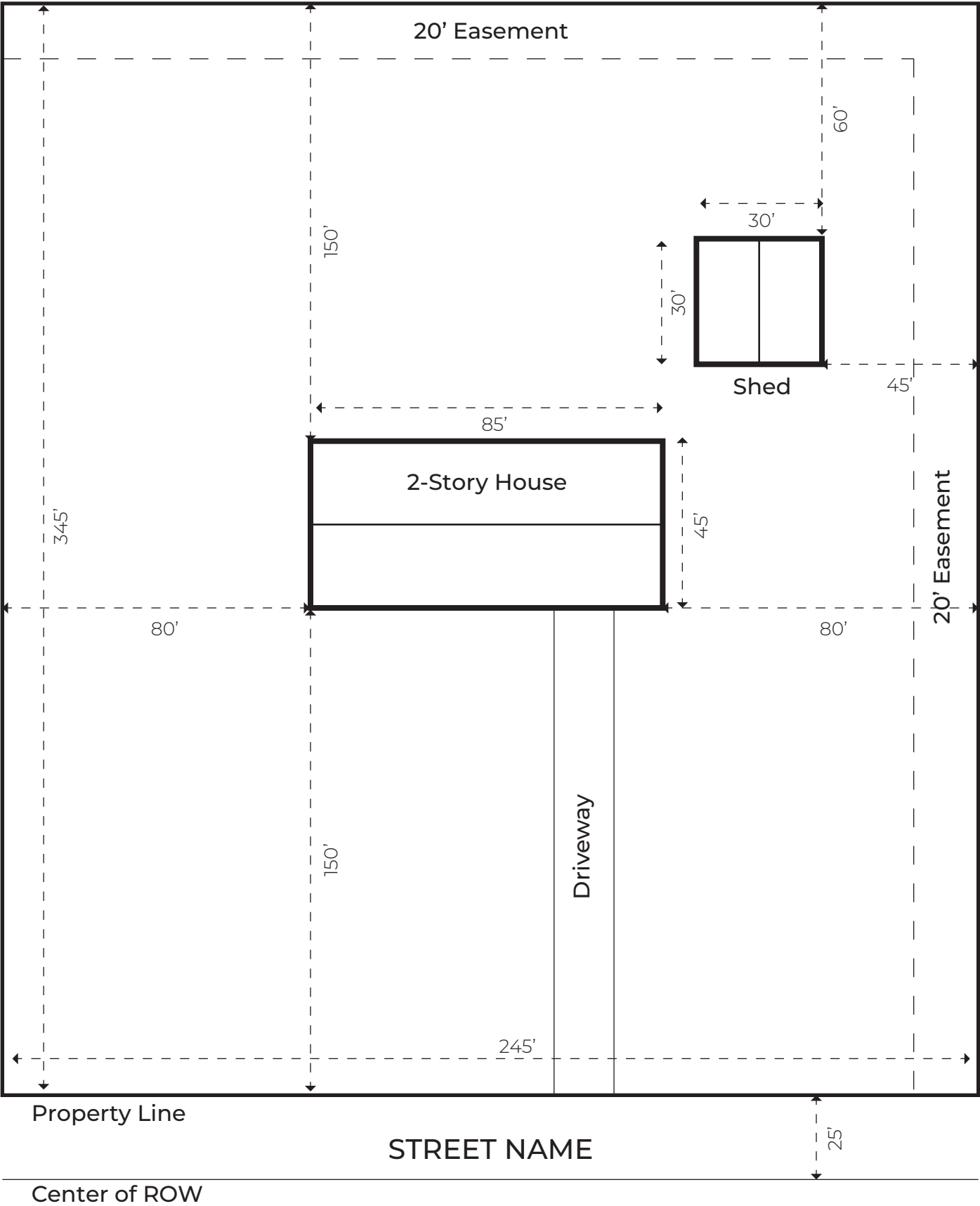
If using an atypical design (log, solar, rammed earth, etc.), new construction materials, unfamiliar construction materials, unfamiliar construction practices, or if any items are unclear to the plan reviewer, additional information, specification, or details may be required before the building permit will be released.

If you have questions or believe that additional information may be required for your project, please feel free to contact the Building Inspector.

NOTE

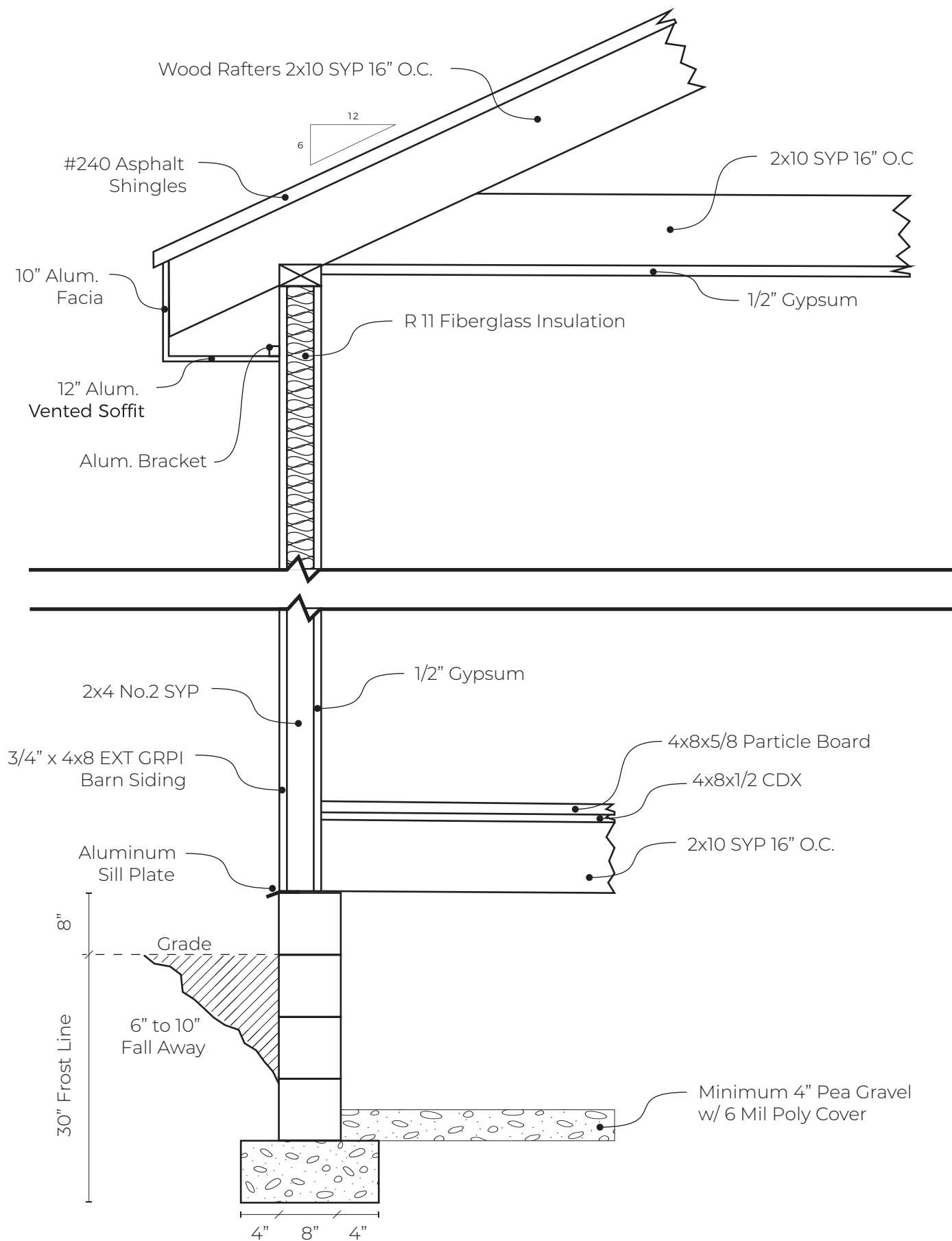
Any variations or changes in construction from the drawings submitted, shall have an addenda to the drawings submitted for review before the changes or alterations are made.

EXAMPLE SITE PLAN



EXAMPLE CROSS SECTION

Redraw to show your building





ACCESSORY STRUCTURE QUESTIONNAIRE

REQUIRED FOR ALL ACCESSORY STRUCTURES

1. What will the structure be used for? _____
2. Will the structure be heated or air conditioned? _____
3. Will the structure have electricity? _____
4. Will the structure be insulated? _____
*If yes, please complete the Energy Inspection Form
5. What type of floor will there be? _____
6. Will structure have floor drains? _____
7. Will there be any plumbing in the structure? _____
8. Will the structure have a second floor? _____
9. Will there be stairs or a ladder to the second floor? _____
10. Will the structure have any interior partitions? _____
11. You are required to provide two (2) complete sets of construction documents showing:
 - The wall section from the bottom of the footer to the connection point of the roof system;
 - The size spacing and species of framing materials;
 - The R-factor for all insulation;
 - The placement of floor drains, what is being removed by said drains, and the location of where the drains daylight to;
 - The location of the electrical panel box and meter base;
 - Details on the type of floor to be installed or depth of gravel;
 - Detailed drawing of the hurricane straps or like kind that will be used to secure the roof to the structure

Please note

The electrical panel box shall not be located within a closet or a bathroom and must maintain a 3 ft. by 3ft. clear, flat working space in front of the panel. Additionally, the wall on which the panel is mounted/installed must be a minimum of 7 ft. in height.

Without the above information, your permit application will not be reviewed.



ENERGY INSPECTION FORM REQUIRED FOR INSULATED STRUCTURES

- A. Will you be insulating the structure? ☐ Yes ☐ No
- B. What type of insulation will you be using? _____
- C. Will there be any sprayed-in rigid insulation used in any place in the construction of this structure? ☐ Yes ☐ No

If you are using sprayed-in or rigid insulation you will need to provide us with two (2) copies of the manufacturer's and installer's contact information, manufacturer's datasheet, installation manual and manufacturer's ASTM Report.

NOTE:

If the ASTM Report indicates multiple density PSI (pounds per square inch) you will need to indicate which one will be used and the thickness to be applied.

If the sprayed-in / rigid insulation is to be used as fire blocking anywhere in the structure, you will need to provide us with two (2) copies of the manufacturer's ASTM data information sheet that specifically states that the material being used has been certified by an independent laboratory for use as fire blocking material.

NOTE:

A modified test will not be accepted.

Person responsible for construction:

Printed Name

Signature