



PHP PERMIT APPLICATION

For construction using a Town of Ingalls pre-approved residential plan

Use this application only when the proposed home is based on a plan adopted into the Town's Pre-Approved Housing Program. The Town-provided construction drawings do not replace the site-specific information, permits, inspections, or code compliance required for construction.

1. PROJECT LOCATION

Property Address: _____

Parcel #: _____

Lot #: _____

Subdivision / Addition: _____

Property Owner: _____

Owner Phone: _____

Owner Email: _____

Estimated Start Date: _____

2. SELECT THE PRE-APPROVED PLAN

Housing Type: ☐ Single-Family Ranch ☐ Single-Family Two-Story ☐ Stacked Duplex ☐ Side by Side Duplex
☐ Carriage House / ADU

Architectural Style: ☐ Craftsman ☐ Transitional ☐ Modern

Orientation: ☐ As drawn ☐ Mirrored

Garage / Parking Option (if applicable): _____

3. CHANGES TO THE PRE-APPROVED PLAN

☐ NO CHANGES. The structure will be built substantially in accordance with the Town's pre-approved construction drawings.

☐ MINOR / SITE-SPECIFIC CHANGES are proposed and are described below or on an attached sheet:

Any change affecting structural design, life-safety provisions, building footprint, height, exterior configuration, or other code/zoning requirement may require additional review and revised construction documents before a permit is issued.

4. SITE-SPECIFIC INFORMATION

Foundation: ☐ Slab ☐ Crawl ☐ Other: _____

Water: ☐ Ingalls Utility ☐ Well

Sewer: ☐ Public ☐ Septic

Flood Hazard Area: ☐ No ☐ Yes / Documentation attached

Total Finished Sq. Ft.: _____

Garage / Accessory Sq. Ft.: _____

Estimated Construction Cost: \$ _____

5. PRIMARY CONTRACTOR / APPLICANT

Applicant Name: _____

Contact Person: _____

Phone: _____

Email: _____

Address: _____

Applicant Signature: _____

Date: _____

SIMPLIFIED SUBMITTAL CHECKLIST

The purpose of the Pre-Approved Housing Program is to eliminate repeated review of the standard house construction drawings. Applicants should submit only the information needed to confirm the selected plan, place it correctly on the lot, and address site-specific conditions.

REQUIRED WITH APPLICATION

- ☐ Completed and signed PHP Permit Application.
- ☐ Identification of the Town pre-approved plan, architectural style, orientation, and selected options.
- ☐ Site / plot plan showing property lines; proposed building footprint; dimensions; setbacks; driveway and parking; sidewalks/trails where applicable; easements; utilities; and any other site features needed for zoning review.
- ☐ Site grading, drainage, and erosion/sediment control information applicable to the lot.
- ☐ Any site-specific foundation, utility, floodplain, septic, or engineered information required for the property.
- ☐ Description and drawings for any proposed deviation from the pre-approved plan.
- ☐ Contractor information and any registrations required by the Town.
- ☐ Applicable permit, inspection, utility, impact, or other fees. Any fee reduction specifically authorized for the Pre-Approved Housing Program will be applied by Town staff.

WHAT YOU GENERALLY DO NOT NEED TO RESUBMIT

When the home is constructed without material changes to the adopted pre-approved plan, the applicant generally does not need to resubmit the full standard set of foundation plans, floor plans, wall/building sections, and elevations already maintained by the Town for that plan.

The existing standard residential packet requires those construction documents for ordinary residential permits, including foundation plans, floor plans, sections, elevations, and truss information. The simplified process avoids duplicating materials already reviewed as part of the Pre-Approved Housing Program.

TRUSS / COMPONENT DOCUMENTS

- ☐ Manufactured truss drawings/calculations, if applicable, will be submitted when required by the Building Inspector.
- ☐ Manufacturer data, evaluation reports, or engineered details for alternative products or methods will be submitted when required.

TOWN REVIEW

Zoning / Overlay Review: ☐ Approved ☐ Revisions Required

Building Review: ☐ Approved ☐ Revisions Required

Site / Drainage Review: ☐ Approved ☐ Revisions Required

Utility Review: ☐ Approved ☐ N/A ☐ Revisions Required

Town Comments / Conditions:

Planning Director / Designee: _____ Date: _____

INSPECTIONS & CONSTRUCTION REQUIREMENTS

REQUIRED INSPECTIONS

The Pre-Approved Housing Program simplifies plan review. It does not eliminate construction inspections or the requirement to comply with applicable Indiana building codes and Town ordinances.

Inspection	When to Request
1. Footing / Foundation	After forms and reinforcement are in place and before concrete placement.
2. Underslab	After underslab plumbing/electrical and required base/vapor retarder are installed and before concrete placement.
3. Rough-In	After framing, rough electrical, plumbing, HVAC, required fireblocking, and related rough work are complete and before concealment.
4. Final	After required systems, finishes, address numbers, required landscaping/site work, and cleanup are complete and the structure is ready for occupancy.

Additional or re-inspections may be required when work is incomplete, inaccessible, changed from the approved documents, or otherwise requires further verification. Charges will be incurred for additional inspection and re-inspections.

EROSION, DRAINAGE & SITE RESPONSIBILITIES

- Protect adjacent properties, streets, drainage systems, and waterways from sediment and construction debris.
- Install and maintain required construction entrance, inlet protection, silt fence, stockpile protection, and temporary/permanent stabilization.
- Maintain approved drainage patterns and swales. Do not alter drainage or grading from the approved site plan without authorization.
- Keep the site free of uncontrolled concrete washout, trash, mud, and other pollutants.

CHANGES DURING CONSTRUCTION

Construction must follow the approved site plan and the selected pre-approved house plan. Proposed changes that affect the approved building design or site conditions must be submitted to the Town before the affected work is performed. The Building Inspector or Planning Director may require additional drawings, engineering, or other documentation when necessary.

CERTIFICATE OF OCCUPANCY

The structure may not be occupied or used until all required inspections are complete and the Town has issued the applicable Certificate of Occupancy or approval for occupancy.

APPLICANT CERTIFICATION

PRE-APPROVED PLAN ACKNOWLEDGMENT

I certify that I have authority to submit this application and that the information provided is true and complete. I understand that the Town's Pre-Approved Housing Program provides a streamlined permit process because the standard construction drawings for the selected plan have already been reviewed and are maintained by the Town.

I understand that approval of a pre-approved plan does not constitute approval of a particular lot or site. The proposed home must comply with applicable zoning, setbacks, easements, drainage requirements, utility requirements, floodplain requirements, adopted building codes, and other applicable Town and State requirements.

I further understand that construction must substantially conform to the selected pre-approved plan and the approved site-specific permit documents. Any material change must be disclosed and may require additional review before construction proceeds. I understand that the owner and contractor remain responsible for code-compliant construction and that Town inspections do not transfer that responsibility to the Town.

SIGNATURES

Property Owner: _____

Date: _____

Applicant / Contractor: _____

Date: _____

FOR OFFICE USE ONLY -----

Pre-Approved Plan Verified: ☐ Yes ☐ No

Overlay / Eligibility Verified: ☐ Yes ☐ No

Site Plan Approved: ☐ Yes ☐ No

Flood Review: ☐ N/A ☐ Approved ☐ Pending

Permit Fee: \$ _____

Park Impact Fee: \$ _____

Road Impact Fee: \$ _____

Total Due: \$ _____

Special Conditions / Notes:

Permit: ☐ APPROVED ☐ DENIED ☐ REVISION REQUIRED

Authorized By: _____ Date: _____

Town staff may request additional information when a site condition, proposed deviation, alternative material, or other circumstance is not addressed by the standard pre-approved plan.