



DETACHED STRUCTURE BUILDING PERMIT PLAN REQUIREMENTS

The following **MUST** be submitted with the building plans:

1. Permit Application – Form provided from Planning Department
2. One Set of Building Plans (if larger than 11 X 17 a PDF will also need to be provided)
3. Plot plan
4. Letter of approval from Homeowner's Association
5. Driveway Cut Permit (if applicable)

The Plot Plan **MUST** include the following:

1. Property lines
2. Existing structures
3. Proposed structures
4. Distance structures are from property lines

The Building Plans **MUST** include the following:

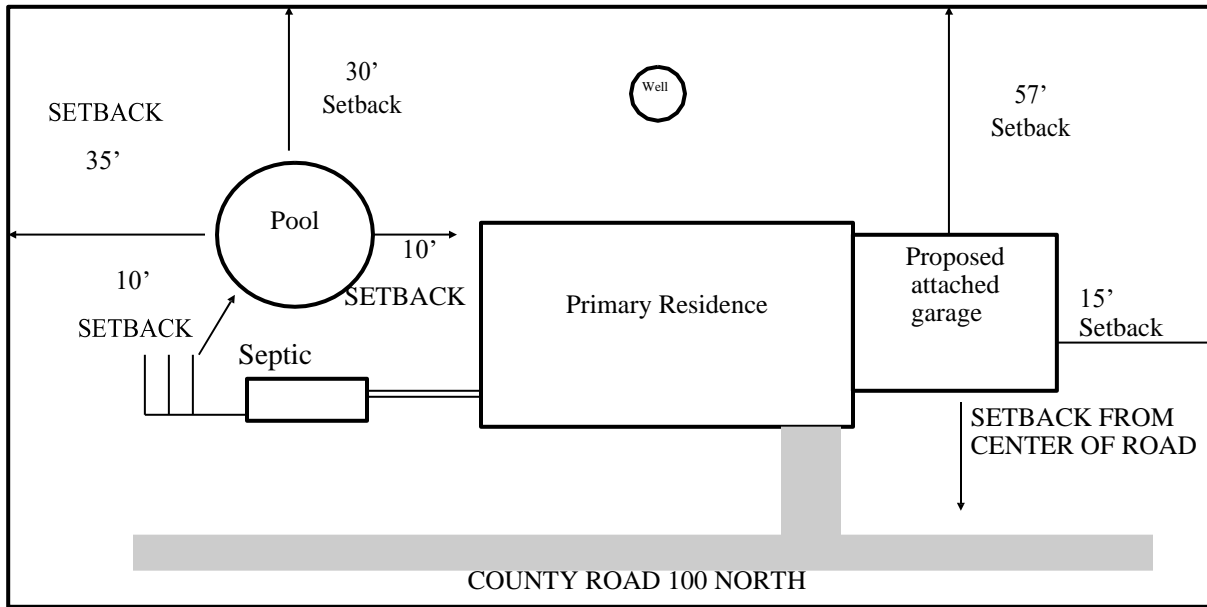
1. Elevations – provide complete drawings of all proposed front, rear and both side elevations, include patio covers, decks and fireplaces; Indicate all materials used (i.e. stucco, concrete block, glass block, roofing systems, siding, veneers, etc.); Note and specify all roof slopes; provide adequate attic ventilation; note and dimension that masonry chimneys must terminate a minimum of 2 feet above any point of a roof within 10 feet measured horizontally but not less than 3 feet above the highest point where the chimney passes through the roof.
2. Framing Plans – provide complete roof and floor framing plans showing size, spacing and span of all framing members (if using engineered joists/trusses); note and detail tie straps, framing anchors, and joist hangers; locate sky lights and roof openings; provide detail of framing around openings in floor or roof system; detail all connections from the foundation to the roof (detailed wall cross section); provide one set of complete truss plans (if using engineered trusses)

Application Process:

Application is made at the Planning & Building Department AFTER septic system approval is obtained from the Putnam County Health Department (if applicable). Plans will be reviewed and a representative from the Planning & Building Department will contact you to notify you that your permit is ready to be picked up along with the approved copy of the plans. Approved plans must always be placed in a watertight container and be accessible by the building inspector during construction. Building permit must be posted at the site during construction.

Setback Example

"Not Drawn to Scale"



Plot Plan Requirements

- Lot Dimensions and area
- Location and dimensions of all structures including garages, carports, and other accessory buildings
- The proposed structure with dimensions and setbacks
- Showing any easements

Setbacks

The measured distance from the proposed structure to property lines and/or primary residence, all that is applicable. Setback distances are determined based on what the property is zoned and/or structure use.

For a complete definition or zoning classification please call (765) 301-9108.

***You must be the property owner or a listed contractor with this department to apply for any building permits.**

Accessory Plan Submittal Checklist

These guidelines outline the minimum requirements for plan submittal/review of residential construction projects.

Check the box if in compliance/on the plans; place an X in the box if not applicable to the plan; leave box blank if not in compliance/on the plan

Permit Application

- Location of site completed.
- Contractor information completed **or** waiver signed and notarized.
- Description of project
- Owner/contact information completed.
- Contractor listed with Putnam County.
- Application Signed

Items submitted with the Application.

- PDF copy of plans provided (**larger than 11x17**)
- Plot plan
- Letter of approval from HOA/POA
- ILP from City of Greencastle (**2-mile fringe**)
- Septic Permit/Letter from sewer company
(**If plumbing is installed**)
- Driveway Cut Permit (**if new driveway is installed**)
- Application Fee paid.

Foundation Plan Review

- Foundation details on foundation sheet including depth of post holes (**See Wall Cross Section**).
- Slabs shall be shown, and their thicknesses specified (**See Wall Cross Section**).

Floor Plan Review

- Label uses of all rooms, spaces, and their size, show all door locations and width.
- Provide all window sizes, types, and locations.
- Provide access to attic space(s).
- Designate the location of water heaters (**if applicable**).

Elevations

- Provide complete drawings of all proposed front, rear and both side elevations, including patio covers, decks and fireplaces.
- Indicate all materials used: stucco, concrete block, glass block, roofing systems, siding, veneers, etc. (**See Wall Cross Section**)
- Note and specify all roof slopes (**See Wall Cross Section**).
- Provide adequate attic ventilation.

Framing Plans

- Provide complete roof and floor framing plans. Show size, spacing and span of all framing members (**engineered lumber only**).
- Note and detail tie straps, framing anchors and joist hangers by type, size and required attachment to framing members (**See Wall Cross Section**).

Framing Plans Continued

- Locate sky lights and roof openings. Provide detail of framing around openings in floor or roof system
- Detail all connections from the foundation to the roof (**See Wall Cross Section**).
- Provide one set of complete truss plans (**Engineered Lumber Only**).
- Dwelling/Garage Fire Separation – When the primary dwelling is attached to a garage, no less than ½ inch drywall must be applied to the garage side for fire blocking. (**IRC R302.6**).
- Dwelling/Garage Fire Separation – Openings between the garage and residence shall be equipped with solid wood doors not less than 1 and 3/8 inches in thickness (**IRC 302.5.1**)

Electrical Plan

- Provide electrical plan showing GFCI outlets, switches, and lighting.
- Provide hardwired and interconnected smoke detectors and carbon monoxide detectors as required and show locations (**IRC R314 & R315**).

Plumbing (If applicable)

- Provide plumbing plan showing sinks, showers, tubs, toilets, and fans (**if applicable**).
- Indicate location of sump and sewage ejectors on the plumbing plan (**if applicable**).

Mechanical (if applicable)

- The dwelling plan must include the location of furnace/water heater (**if applicable**).
- Show exhaust fan locations for bathrooms, water closet compartments and laundry rooms in lieu of operable windows.

Plot Plan (on Putnam County GIS System)

- Must show all existing and proposed improvements.
- Must show distance from all property lines.