

**MANUFACTURED DWELLINGS/MODULAR DWELLINGS
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. Septic Permit or municipal sewer permit
5. Letter of approval from Homeowner’s Association
6. Driveway Cut Permit (INDOT/ Highway Department)

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

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

Requirements for IBS Home:

1. Foundation plans
2. Floor Plans
3. Seal of Acceptance from Homeland Security

Requirements for HUD Home:

1. Foundation plans
2. Floor Plans
3. Name and License # of the [state of Indiana Licensed Manufacturer Home Installer](http://www.in.gov/pla/mfghome.htm). <http://www.in.gov/pla/mfghome.htm>
4. Picture of the HUD Certified label.
5. Picture of the Manufacturers Data Plate.
6. Submit a copy of the Manufactured Home Transfer/Moving Permit in accordance with [Indiana Code 6-1.1-7-10](#) from the Treasurer of the county from where the home is being moved from.

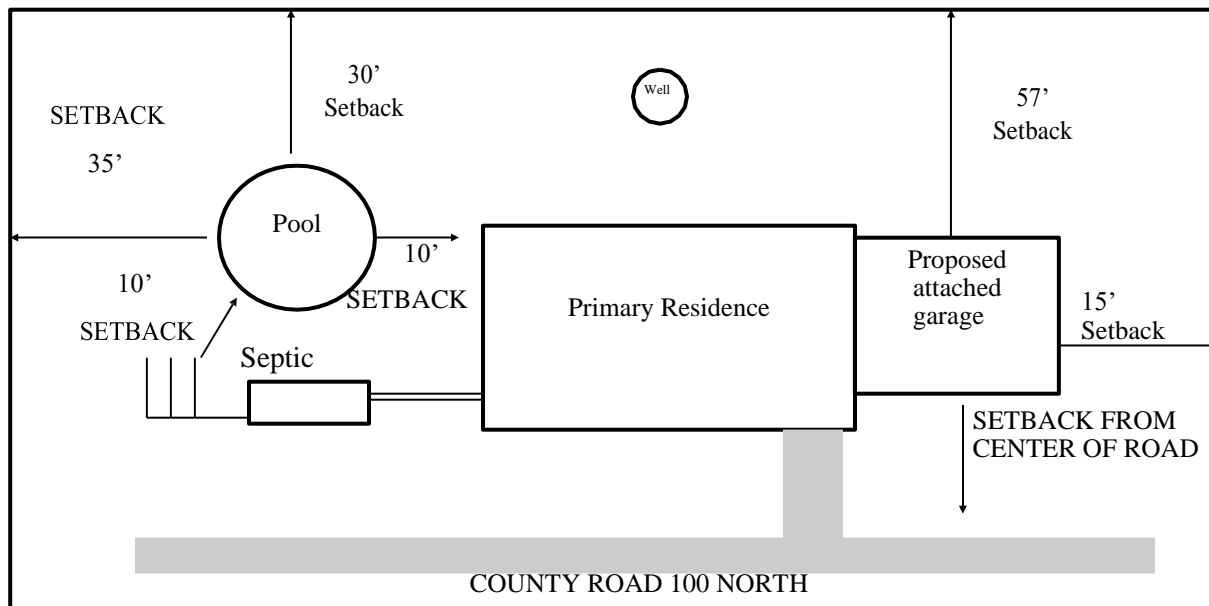
Application Process:

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.**

Residential Plan Submittal Checklist for IBS and HUD Manufactured Homes

Check the box if in compliance/on the plans; Highlight the items that are missing or not in compliance; leave box blank if not required for the permit.

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 (**if larger than 11x17**)
- Plot plan
- Letter of approval from Homeowner's Association if required (**Heritage Lake, VanBibber Lake, Stardust Hills, etc.**)
- ILP from City of Greencastle (**2-mile fringe**)
- Septic Permit/Letter from sewer company
- Driveway Cut Permit from the Putnam County Highway Department (**if applicable**).
- Application Fee

Foundation Plan Review

- Foundation details on foundation sheet (**See Wall Cross Section**).
- Slabs shall be shown, and their thicknesses specified (**See Wall Cross Section**).
- Foundation drains must be shown on plans (**See Wall Cross Section**).
- Crawl space conditioned. If not conditioned, need location of vents.

Floor Plan Review

- Label uses of all rooms, spaces, and their size, show all door locations and width
- Detail & specify basement window wells showing minimum width at egress window of 36 inches & a permanent egress ladder complying with **IRC 310.2**
- Provide access to each separate attic and crawl space(s).
- Designate the location of the furnace/water heater.

Elevations

- Provide complete drawings of all proposed front, rear and both side elevations. Include patio covers, decks and fireplaces.
- Note and specify all roof slopes (**See Wall Cross Section**).
- Note and dimension that masonry chimneys must terminate a minimum of two (**2**) feet above any point of a roof within ten (**10**) feet measured horizontally but not less than three (**3**) feet above the highest point where the chimney passes through the roof (**IRC R1003.9**).

HUD HOMES:

- Name and License # of the State of Indiana Licensed Manufacturer Home Installer. www.in.gov/pla/mfghome.htm
- Picture of the HUD Certified Label.
- Picture of the Manufacturers Data Plate.
- Copy of the Manufactured Home Transfer/Moving Permit in accordance with **IC 6-1.1-7-10** from the Treasurer of the county the home is being moved from.

IBS HOMES:

- Seal of Acceptance from Homeland Security.

Plot Plan from Putnam County GIS System

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