

◆ ◆ ◆ ITEMS NEEDED TO OBTAIN A BUILDING PERMIT ◆ ◆ ◆

1. A **Recorded Deed** (if recently purchased). This is required for the Improvement Location Permit, Drainage Check, Septic Permit, Driveway Permit & Building Permit.
2. **Approval** from the Noble County Plan Commission **(260) 636-7217**. \$30.00/\$10.00 Improvement Location Permit may apply.
 - a. on the parcel of ground proposed for building — Concerning size, width, setbacks, floodplain, lot coverage, permitted use for zoning of property, etc.
 - b. **Recorded Agricultural Clause Form**: Completed by the Noble County Plan Commission. Recording fee of \$25.00. If paying by check, make payable to the Noble County Recorder.
3. A **Drainage Check** from the Noble County Surveyor's Office **(260) 636-2131**, certifying the improvements, including septic system, driveway and structures, are not located within 75' from a county regulated drain and compliance with County Storm Drainage and Erosion Control Ordinance.
4. **Open Loop Geo-thermal**. Open Loop Geo-thermal requires approval from the Surveyor's Office.
5. A **Septic Permit or Clearance Letter/Email** from the Noble County Health Department **(260) 636-2191** — must be presented for any building application, verifying that the septic system is not in the construction area and is adequate for any increase in bedrooms; or a **Letter** from your Sewer District verifying there is a sewer tap available for your property, whichever applies.

A septic permit or Clearance Letter/Email is required for all New Residential, Commercial, and Accessory Construction including swimming pools, additions and remodels (when the number of bedrooms increase). This includes adding a bathroom in an accessory structure or approval to hook up into an existing septic from an accessory structure.

It is important to know where the septic tank and field are located to prevent damage to or building over top of the system.
6. A **Driveway Permit**. Driveway Permits are required for ALL Building Permits that do not have an existing driveway. Noble County Highway Dept. requires a permit even if there was a home there but has been removed by you, fire or an act of God.

This permit must be presented upon application. Please contact applicable department to make sure you have the proper paperwork prior to applying for driveway permit.

Noble County Highway Department: **(260) 636-2124**

 - a. Need Drainage Form from Surveyor's Office
 - b. Need Survey or copy of Tax Map. Tax Map can be obtained at:
<https://beacon.schneidercorp.com/Application.aspx?AppID=127&LayerID=1479&PageTypeID=2&PageID=798>

Indiana State Department of Transportation: **(260) 484-9541** (ask for Permit Dept. - they will let you know what they require to obtain a driveway permit.)
7. **Approved Plans** of the proposed structure, including **foundation drawings, engineered truss drawings @ time of application or must be posted at site.**
8. Comply with **Indiana Energy Conservation Code (IECC)** requirements—effective April 5, 2012 (**See page 2**)
9. A **Survey of the Property**, if it is a new division of land. (Although all surveys are welcome and helpful!)
10. **Site Plan**. Please have a site plan available.

How Building Permit fees are charged:

Building Department Fees are **.08 cents** per sq. ft. of living area, **.04 cents** per sq. ft. of non-living area (the only time this will apply is if you have an unfinished basement. If it is a finished basement, it will be considered living area), **\$35.00** for each garage, deck, covered or screened porch, pole building (personal use), accessory building, electrical, heating or plumbing improvements, etc. (**.02 cents** per sq. ft. for Agricultural Use Structures and **\$35.00** for a grain bin or a lean-to.) Contact us for other fees not listed.

Additional Information:

Floodplain: — Must be in NAVD 88 Datum

When applying for the permit, the Noble County Building Department will check the property special **Flood Hazard Areas**. If the property lies within a Zone A, and is prone to 100-year flooding, elevation of the home/structure and certificates from surveyors, engineers or architects will be required prior to obtaining a permit. (including low & high adjacent grade elevations, benchmark, etc.) and an As-built Elevation Certificate prior to building final.

➡ **Prior to doing anything in the Floodplain, you must contact the Floodplain Manager.** ←

Digging a Pond:

All pond information, including questions about ordinance and permitting are handled by the Surveyor's Office (260) 636-2131.

Energy Certification (Insulation Requirements):

New Homes, Additions & Remodels: A letter is required from Third Party Company stating they are doing the Energy Certification for (property owners name and location of proposed home) or Rescheck paperwork or let us know you are doing Prescriptive.

1. Third Party Variations:

- a. Energy Diagnostics
405 E Archer Way
Valparaiso, IN 46383
219-464-4457
Email: www.energydiagnosticsinc.com
- b. Cornerstone Energy Conservation Services
2431 West Main Street **Or** P.O. Box 9099
Fort Wayne, IN 46808 Fort Wayne, IN 46899
Travis Hughes: 260-410-1027, email: Travis.Hughes@installed.net
Todd Cross: 260-888-6927, email: Todd.Cross@installed.net

2. Rescheck: (2009-IECC Code)

- a. Software download for desktop:
www.energycodes.gov/rescheck
- b. Web Application:
<https://energycode.pnl.gov/REScheckWeb/>

3. Prescriptive:

- a. Basement, Foundation or Floor Cavity
R-10 — 2 inch foam or interior batts
- b. Exterior walls:
R-21 — 5 ½ batts or 3 ½ batts with 1 inch foam
- c. Attics:
R-38 — batts or at least 12 inches of cellulose
- d. Ductwork (unconditioned space)
R-8 minimum