

PARKE COUNTY PLANNING & ZONING OFFICE

Township _____ Permit# _____ Receipt# _____
Map Key Number _____

**PARKE COUNTY IMPROVEMENT LOCATION PERMIT
(PLEASE READ PAGES ATTACHED BEFORE APPLYING)**

PERMIT WILL NOT BE ISSUED WITHOUT THE REQUESTED INFORMATION

PROPERTY OWNERS NAME: _____
ADDRESS: _____ PHONE _____
PARCEL NUMBER OR MAP KEY NUMBER: _____
(located on your property tax statement)

CONTRACTOR/BUILDER NAME: _____
ADDRESS: _____ PHONE _____

APPLICATION IS FOR: SINGLE FAMILY DWELLING (SFD) _____ MODULAR _____
COMM. BUILDING _____ COMM. ACCESSORY _____
INDUSTRIAL BUILDING _____ INDUSTRIAL ACCESSORY _____
SINGLE WIDE MOBILE HOME (SWMH) _____
DOUBLE WIDE MOBILE HOME (DWMH) _____
PUBLIC BLDG. _____ PUBLIC ACCESSORY _____
DETACHED GARAGE _____ ATTACHED GARAGE _____
OTHER RESIDENTIAL ACCESSORY _____
FARM ACCESSORY (COURTESY) _____

APPROXIMATE COST OF CONSTRUCTION _____

ELECTRIC SUPPLIER: REMC _____ ROCKVILLE TOWN _____ PSI _____

ZONING CLASSIFICATION _____

NAME OF SUBDIVISION (if applicable) _____ LOT # _____

THIS SECTION FOR MOBILE HOMES ONLY:

NAME OF MANUFACTURER _____
YEAR BUILT: _____ NUMBER OF BEDROOMS: _____
NUMBER OF BATHROOMS: _____ CENTRAL AIR? YES _____ NO _____
IS UNIT ON BLOCK FOUNDATION? YES _____ NO _____
DOES UNIT HAVE SKIRTING? YES _____ NO _____

DO YOU HAVE A SEPTIC PERMIT FROM THE PARKE COUNTY HEALTH DEPARTMENT?

YES _____ NO _____ N/A _____ PERMIT NUMBER _____

DO YOU HAVE A WELL PERMIT? YES _____ NO _____ N/A _____ NUMBER _____

ARE YOU LOCATED IN A FLOODPLAIN? YES _____ NO _____

**ARE THERE ANY RESTRICTIONS, LAWS OR COVENANTS GOVERNING THE PROPERTY
WHICH WOULD PROHIBIT ITS USE FOR THE PURPOSE SPECIFIED IN THIS
APPLICATION? NO _____ YES _____ IF YES, ATTACH EXPLANATION**

**I HEREBY CERTIFY BY MY SIGNATURE THAT THE ABOVE INFORMATION IS CORRECT
AND COMPLETE TO THE BEST OF MY KNOWLEDGE:**

SIGNATURE _____ DATE _____
DIRECTIONS TO BUILDING SITE: _____

PERMIT REQUIREMENTS FOR PARKE COUNTY

Permits are issued on the same day applied for if you have all requested information. All persons applying are taken on a first come, first serve basis. Your patience is appreciated.

- STEPS:**
1. **SEPTIC RELEASE NUMBER:** Obtained from the Parke County Health Department located in the basement on the eastside of the Courthouse.
 2. **WRITTEN APPLICATION** (Front page of this document)
 3. **SITE PLAN:** Location, setbacks, building size and relativity.
 4. **FLOOR PLAN:** Required for all buildings intended for habitation.
 5. **LEGAL DESCRIPTION:** Copy of Warranty Deed or recorded contract.
 6. **SIGNATURES:** Of owners, contractors, and subdivision boards, if applicable.
 7. **PAYMENT OF FEES:** Single Family Dwelling \$50.00
Single wide or doublewide mobile home \$50.00
Public/Commercial buildings \$100.00
Public/Commercial Accessory Bldg. \$100.00
Industrial buildings \$100.00
Industrial Accessory Building \$100.00
Attached or Detached Garages \$50.00
Other residential accessory(room additions, etc.) \$50.00
Farm Buildings/Accessory, grain bins etc. \$50.00
 8. **PROOF OF E911 ADDRESS FOR ALL NEW RESIDENCES**

There will be no charge on all exempt properties as long as it is being used and occupied by permit holder.

Post your permit where it can be seen and recognized.

REQUIREMENTS FOR SITE PLAN: (What the drawing must show)

1. **LOCATION ON LOT OF PROPOSED IMPROVEMENT**
2. **LOCATION OF ALL OTHER BUILDINGS**
3. **LOCATION OF WELL (OR WATER SUPPLY)**
4. **LOCATION OF SEPTIC SYSTEM**
5. **DISTANCE IN FEET FROM SEPTIC AND WELL**
6. **DISTANCE IN FEET FROM WELL TO BUILDINGS**
7. **DISTANCE IN FEET FROM BUILDING TO SEPTIC**
8. **LOCATION OF ANY UTILITY EASEMENT**
9. **LOCATION OF DRIVEWAY (REQUIRES STATE RELEASE IF ON STATE OR FEDERAL HIGHWAY)**

SAMPLE:

Back lot line

Well

Distance

Septic

Frontage

Keep in mind, you cannot place a building closer than 8' to side property lines without special exceptions. You must meet front line setbacks, and all secondary structures must be behind the front line of the primary structure unless special exceptions apply. ALSO, all subdivision covenants and restrictions must be met including the approval of certain subdivision boards. **KNOW YOUR SUBDIVISION REQUIREMENTS!!** Please show respect for those rules. They are your own rules for your own protections. They cannot be less restrictive than County ordinances, but may certainly be more restrictive. If you are building on land zoned AP (agriculture productive) or AFR (Agriculture Forest Recreation) you are required to have a minimum of 1/2 acre on which to build, provided suitable for a septic system.

You may not place a secondary structure on a residential lot prior to the placement of a primary structure unless you are simultaneously applying for a primary structure permit, submitting plans for that building and performing 30% completion within the first year. You then have up to three (3) years to complete the building or remove from property at end of the first year, if 30% completion of primary structure is not complete.