



White County Building & Planning

110 N Main St. PO Box 851 Monticello, IN 47960

Phone: (574)583-7355 Fax: (574)583-4624

<https://www.in.gov/counties/white/>

INFORMATION REQUIRED FOR A RESIDENTIAL BUILDING PERMIT



Know what's below. Call before you dig.

To Submit a Locate Request
24 Hours a Day, Seven Days a Week:
Call 811 or 800-382-5544

1. **Completed Application Form** - This must include the **estimated value** of construction for the improvements that you are making and your **contractor's** name, address and telephone number.
2. **Copy of your Property Record Card.** This may be obtained from the **Building & Planning Department.**
3. **Site Plan** showing the **size** of the structure and the **distances** to **all** property lines or road rights of way, whichever is most restrictive (do not measure from center or edge of road without prior approval from this department); distances to any existing buildings; the height from grade to peak for the proposed structure, "N" directional indicator; driveway location(s); road name(s) from which the structure will be accessed (See Example).
4. **Construction Drawings** showing **Dimensional Floor Plans to include window sizes and location, Structural/Framing Plans or cross-section with notes indicating size and spacing of all structural members, Location of Electric Panels, at least one elevation, Foundation Design, and Truss Drawings.**
5. If you are building a new home or adding onto an existing home, you will be required to submit information regarding which path you will be using pertaining to the **Indiana Energy Conservation Code & Initial Energy Certification.**
6. If the building project is **on or abutting agricultural land or land that is zoned A-1 or A-2**, a completed/signed **Notice of Agricultural Operations** form will be required prior to issuance of a permit.
7. If you are putting in a **Manufactured Home** (Mobile, Manufactured or Sectional Home), we will require: 1) Copy of title in your name - must show that home was built in 1981 or more recently; 2) Copy of Installation Instructions.
8. A **Drainage Permit** may be required. The Area Plan office will submit application to the Surveyor's Office to determine if needed.
9. If you are within the **Twin Lakes Regional Sewer District (TLRSD)** boundaries, you will need either: a) a Sewer Application Connection Tap Permit; or b) a verification letter from TLRSD confirming that no permit is necessary. **Contact the TLRSD at (574) 583-5649 to schedule an appointment.** They will require the parcel number for the proposed building site, a copy of the recorded deed, owner information, selection of TLRSD Qualified Contractor for sewer installation, as well as a site map indicating the plumbing layout. **No building permit can be issued until White County Building & Planning has received confirmation from TLRSD in writing for all new construction, additions, electrical upgrades, portable buildings, and detached structures. This also ensures the sewer utility easement isn't built over or within the 5' easement of their lines, which includes electric to the grinder.**
10. If you are on a **septic system**, you will need either: a) a septic permit; or b) a verification letter from the White County Health Department confirming that no permit is necessary. Contact the Health Department at (574) 583-2436 (902 Foxwood Ct., Monticello) to obtain the necessary paperwork. **No building permit can be issued until White County Building & Planning has received confirmation from the Health Department in writing.**
11. If your property is located on the water, ***you need to know if your property is in a flood area.*** If it is you may also need approval from the Department of Natural Resources. Information is available in our office, on our website <https://www.in.gov/counties/white/> or at <https://www.in.gov/dnr/water/surface-water/indiana-floodplain-mapping/indiana-floodplain-information-portal/>.
12. If you are on the water, there may be an SFLECC easement along the water's edge. To find out information regarding the easement you need to contact the **SFLECC at 514 S Railroad St, Monticello or call (574) 583-9784.**
13. Your building permit fee will be calculated based on type of project and total square footage of project.

The White County Zoning Ordinance does not allow more than one dwelling to be located on a single tract of land. Commercial Buildings may have additional requirements.

IF YOU ARE ADDING A DRIVEWAY CONTACT ONE OF THE FOLLOWING: COUNTY HIGHWAY DEPARTMENT (219) 984-5851. CITY OF MONTICELLO, STREET DEPARTMENT (574) 583-7033. STATE HIGHWAY (574) 583-4173. *You must submit driveway approval to our office.*

Submitted Building Permit information will only be held by the Building & Planning Department a maximum of 90 Days. After a period of 90 Days, you will be required to re-submit your information.

It is your responsibility to comply with your subdivision covenants & restrictions. This information may be obtained in the Recorder's Office on the main floor of the Court House.

Updated 03/15/2023

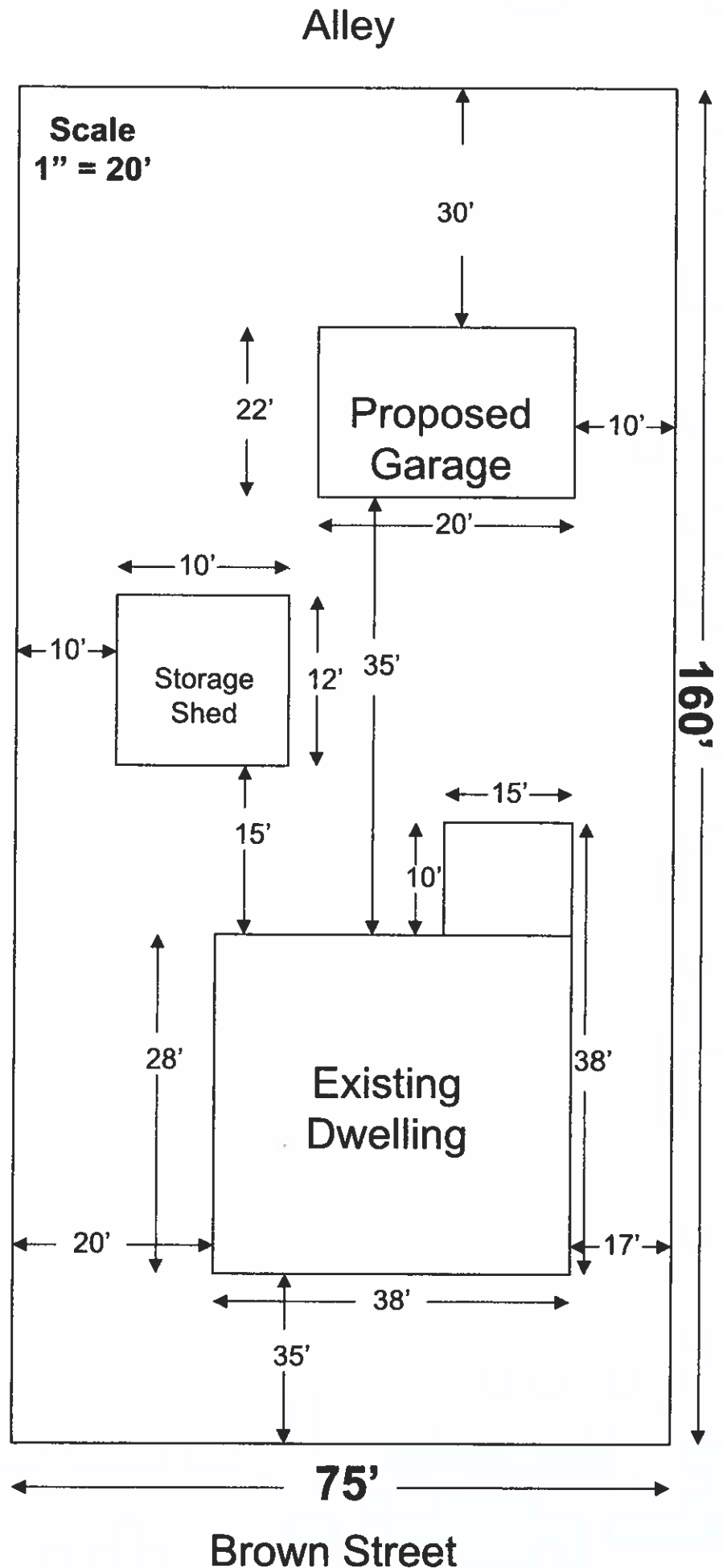


BUILDING PERMIT REQUIREMENTS IN WHITE COUNTY

All Areas

Vicinity sketch, to scale showing property lines, road names & right-of-ways, water's edge easement, existing improvements and proposed improvements, locations & sizes

White County Building
Commissioner
Monticello, IN 47960
Phone-(574)583-4809
Fax-(574)583-4624



BUILDING PERMIT APPLICATION

COMPLETE ALL EXCEPT SHADED AREAS - FRONT AND BACK

Revised: 06/09/2026

OWNER Name (MUST BE SAME AS DEED) / Mailing Address

Property Address ☐ Same ☐ Other _____

BUILDER Name / Mailing Address

Builder Phone: _____ Builder # _____

Property use: ☐ Single Family ☐ Duplex ☐ Farm ☐ Other _____

Improvement Use: ☐ Personal Storage ☐ Farm Use ☐ Other _____

Using a private provider (defined by IC 36-7-2.5-9): ☐ Yes ☐ No

Waive the electronic notice required by IN 36-7-2.5-14: ☐ Yes ☐ No

If yes please sign additional form

Date: _____ Ctrl # _____

Phone # _____ Cell / Home _____

Email Address _____

Estimated Value \$ _____

New Address Req'd? _____ Ag/Ops Req'd? _____

☐ Empty Lot ☐ Replacement (Fire? Flood?)

☐ Single Story ☐ 1 ½ Story ☐ Two Story

Basement: ☐ Full ☐ Partial ☐ None

Basement: ☐ Finished ☐ Unfinished

Foundation ☐ Permanent ☐ Not Permanent

GRADE: 30" ☐ Above ☐ Below

Part of TL Reg Sewer DIST? ☐ Yes ☐ No

Installing New Plumbing? ☐ Yes ☐ No

I am using this structure for (list exact/specific use planned for structure; if for storage, list example items to be stored): _____

Structure	Width	Length	Eave Height	Total Sq. Ft.	Height to Peak	Roofline Change? (Y/N)	Fee
Energy Path:						Total Fees:	

*Setbacks are measured from the foundation to the property line or right-of-way, whichever is most restrictive, when the eave is 16" or less. For eaves greater than 16", setbacks are measured from the edge of the eave to the property line or right-of-way line, whichever is most restrictive. _____ Applicant Signature

→ PROCEED TO PAGE 2 - INITIAL, DATE, AND SIGN WHERE INDICATED →

BUILDING PERMIT APPLICATION - PAGE 2

Completed Form Must Accompany All Applications

REQUIRED FOR ALL	I understand that, should my building project deviate from what I have submitted in my building permit application, or should I not meet building setbacks as shown on my site plan, etc., I may be subject to a civil zoning violation investigation. I understand that a civil zoning violation may result in fines as shown below. <u>White County Board of Zoning Appeals - Civil Zoning Violations - Revised April 30, 2013</u> The following fine schedule shall be applied if a civil zoning violation citation has been issued. The Executive Director, on behalf of the Area Plan Commission, may issue an immediate fine of no less than \$10.00 and no more than \$300.00. The violator will receive written notice of the fine and be given thirty (30) days for payment unless arrangements acceptable to the Executive Director are made otherwise. If payment is not received within the time frame established, a late fee of \$50.00 per month will be added to the fine. All civil zoning violations are enforced according to Chapter 13 of the White County Indiana Zoning Control Ordinance or as provided elsewhere in said ordinance. I acknowledge receipt of this document (may be signed by Owner, Builder, or Agent). Print Name Signature Date
REQUIRED FOR NEW DRIVEWAY	Note: If this construction includes placement of a driveway, you must obtain a driveway permit from either the City/Town Road Department (if within city or town limits or the White County Highway Department (219) 984-5851. Applicant Initials: _____
Covenants/Restriction	Note: The applicant accepts full responsibility to verify that the proposed construction is compatible with the covenant and restrictions of the platted and recorded subdivision. Print Name Signature Date
REQUIRED IF PROPERTY IS ZONED A-1 OR A-2, OR ABUTS AGRICULTURAL LAND	<u>WHITE COUNTY AREA PLAN</u> <u>NOTICE OF AGRICULTURAL OPERATIONS</u> TO: ALL APPLICANTS FOR LOCATION IMPROVEMENTS PERMITS FOR DEVELOPMENT OR REZONING OF PROPERTIES ABUTTING AN AGRICULTURAL DISTRICT WITHIN WHITE COUNTY REQUIRES OWNER SIGNATURE - PLEASE TAKE THIS FORM TO OWNER FOR SIGNATURE PRIOR TO SUBMISSION You are receiving this notice because you have applied for a location improvement permit to develop or rezone a property abutting an Agricultural District within White County. Indiana Code 32-30-6-9 protects agricultural operations from private or public nuisance suits by neighbors with property abutting existing agricultural operations. Agricultural operations do not constitute a nuisance under Indiana law so long as they are not negligently operated. Agricultural activity may include, but is not limited to, grazing of livestock, confined feeding of livestock, application of animal manure to land, application of pesticides to fields and growing crops, creation of dust from field operations and noise from livestock and machinery operations. This notice advises persons choosing to develop or rezone a property abutting agricultural areas that agricultural operations may be occurring nearby and that they may change. The conversion of one type of agricultural operation to another type of agricultural operation does not affect the statutory protections provided by IC 32-30-6-9. Effective July 1, 2016, if you build a new residence on a parcel not previously home to a residence, a CFO/CAFO, digester or other intense agricultural activity will be entitled to build on a parcel abutting or near you and is not required to keep those structures 1,320 feet away from your residence. By initialing & dating to the left, I am acknowledging that I understand and agree to the above setback exception. _____ White County is providing you this notice to confirm that you are aware of and understand Indiana law prior to your issuance of a White County location improvement permit or consideration of your request for rezoning. By receipt of this notice you are not giving up the right to seek redress for a nuisance resulting from the negligent operation of an agricultural operation or its appurtenances, but only confirming that you have been advised of the foregoing and understand the same. Please review Indiana Code 32-30-6-9 in its entirety for further details. Printed Name Signature



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Date of Receipt: _____

RE: Acknowledgement of receipt of verbal notice that residential permit/plan review application is complete and waiver of receiving electronic notice per state HB 1005 (IC 36-7-2.5)

I have been informed that my residential permit/plan review application is complete, agree that I understand my requested permit can be issued, and am waiving the electronic notice as provided in state HB 1005 (IC 36-7-2.5). This acknowledgement of acceptance and waiver allows for my permit to be issued immediately without adding the required timelines for electronic notice and receipt, then mailed notice if/when electronic notice fails. A complete set of the documentation required, received, and approved that I am waiving electronic notice for is digitally attached to permit _____.

Signature of Applicant: _____



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Class II Structure Permitting/Plan Review Applications

In compliance with HB 1005 (IC 36-7-2.5), you are informed of the following:

- All permits require a basic plan review within seven business days of receipt of a complete application for compliance with applicable ordinances. You will be sent electronic notice within three business days of submittal as to the completeness of your application. Successful completion of plan review does not waive any ordinance/code requirements that variances or other required approvals have not been obtained for, regardless of if the reviewer identified them. Either jurisdictional staff can perform the plan review within seven business days or you may choose and pay an architect, engineer, or Certified Building Official that meets the requirements of HB 1005 (IC 36-7-2.5) to perform the review for you and submit their analysis in proper form. If you choose to use a third party, their information must be submitted with your application and in addition to your permit fee you will also be charged an additional \$100 Convenience Fee when you submit your application. Choice of plan reviewer **must** be made at time of permit application and cannot be changed.
- Required inspections for residential projects vary widely according to the type of permit and may include, but are not limited to, one or more inspections of the following types: setback, address assignment, pre-permitting approval, MS4, floodplain, pre-permitting elevation, structural assessment, footer, post hole, forms, foundation, as-built elevation, basement, plumbing pressure test, underslab, framing, tiedowns, Mechanical/HVAC, rough in electric, rough in plumbing, temporary electric service, permanent electric service, pool grounding/bonding, pre-drywall/insulation, siding, roofing, temporary final, final, re-inspection of failed inspection, code compliance, posting notice, compliance with conditions, landscaping, exterior site plan compliance, Certificate of Occupancy (CO), other, and advice. Either jurisdictional staff can perform all the required inspections within three business days of receiving a written request or you may choose and pay an architect, engineer, or Certified Building Official that meets the requirements of HB 1005 (IC 36-7-2.5) to perform all inspections for you and submit their results in proper form. If you chose to use a third party their information **must** be submitted with your application and in addition to your permit fees, you will also be charged a \$100 Convenience Fee when you submit your application. Choice of inspector **must** be made at time of permit application and cannot be changed.

Fees for residential permits are as follows:

Single- and Two-Family Dwelling Conventional Home (\$.14 per sq ft / \$175 minimum),
Modular or Manufactured Home (\$.10 per sq ft / \$125 minimum)
Addition with increase in footprint or structure height (\$.14 per sq ft / \$75 minimum)
Remodel with no increase in footprint or structure height (\$.12 per sq ft / \$60 minimum)
Primary Accessory Structure (\$.10 per sq ft / \$35 minimum)
Secondary Accessory Structure (\$35)
Upgrade (\$35 single upgrade / \$70 multiple upgrades simultaneously)
Re-Inspections/Additional Inspections (\$35 each)

Permit Renewal or extension (50% of original fee)

Penalties:

Failure to request a required inspection (\$50 per inspection)

Failure to obtain Certificate of Occupancy (\$10 minimum/\$300 maximum per day)

In order to have an application for residential permits/plan review considered complete it must include the following items documented in written form, as relevant to the review/permit being requested (not all items apply to every permit):

- Owner name/mailling address/contact info including phone and email
- Site address or parcel number
- Contractor name/mailling address/contact info including phone and email
- Total estimated value of construction
- Site Plan showing all needed existing and proposed elements to determine compliance with ordinances
- If the building project is on or abutting agricultural land or land that is zoned A-1 or A-2, a completed/signed Notice of Agricultural Operations form will be required prior to issuance of a permit.
- All easements or right-of-ways
- Construction Drawings showing Dimensional Floor Plans to include window sizes and location, Structural/Framing Plans or cross-section with notes indicating size and spacing of all structural members, Location of Electric Panels, at least one elevation, Foundation Design, and Truss Drawings.
- Evidence of approval to hook up to municipal sewer/water
- Septic Permit
- Driveway permit or approval
- Drainage Approval from County Surveyor
- Statement that all corners of structure, property lines, center of driveway, wetlands, and/or floodplain are physically marked on site as required/applicable for type of review
- Certified elevations, FARA, BFE, construction information and all other requirements to determine compliance with flood ordinance requirements
- All items required by any other governmental entity or utilities ordinances or standard policies in order to proceed with construction
- All plans and information needed to show compliance with all applicable building codes, including energy codes
- Statement as to if the project will follow energy code using the prescriptive, performance, or U factor method
- Statement as to if the electrical work will follow the 2020 InRC or the 2008 NEC (if not specified then must follow the InRC)
- Statement as to if a third party will be used for plan review/inspections and, if so, the following information:
 - Third Parties name/address/contact info including phone and email
 - Proof of Third Parties Certifications, in good standing, showing they meet the requirements of HB 1005 (IC 36-7-2.5)
 - A copy of the Third-Party Providers certificate of insurance satisfying the requirements of HB 1005 (IC 36-7-2.5)

If you are permitted to submit an application, based on the fact both you and staff believe to be complete at time of submittal, it will be reviewed for completion and you will receive, within three business days, notice to the email you provided that either your application appears complete and

review is starting, or notice it is incomplete with a list of the missing items required before plan review/permit preparation can commence. If you do not send confirmation of receipt back within three business days, then the same notice will be mailed to you by US Mail.

NOTE: Third party reviews must be at least as extensive as what the jurisdiction preforms. Please have any third-party reviewers contact us for standard practice but, in general, Plan Reviews must include a detailed analysis listing each applicable zoning/building code/requirement of concern and noting compliance or lack of compliance. The first page should include a summary of issues, unanswered questions, and/or needed zoning approvals that are further flushed out in the rest of the review. Inspections need to include detailed notes about what was inspected, cite codes for any items that do not pass, and include detailed photos. Re-inspections must be done by third parties in person, on site, not by submitted photographs, videos, or over phone. Any required/relevant documentation such as truss plans, stamps, labeling, performance path as built documents, etc must be submitted to the jurisdiction with the inspections results. The affidavit required by HB 1005 (IC 36-7-2.5) must also be submitted with each set of results. If your Third Party has any questions about the standard documentation expected to be submitted in order for their plan review or inspection to be accepted, please have them contact us. The third-party report must be complete and show compliance with all jurisdictional requirements has been completed and documented in order for the Jurisdiction to accept the results.

The jurisdiction is immune from all liability created by the use of third-party providers or owners' action/inaction in terms of using providers as permitted under HB 1005 (IC 36-7-2.5).

If anything in HB 1005 (IC 36-7-2.5) conflicts with the receipt of federal funds by a jurisdiction then the impairing provision does not apply.

