



# White County Building & Planning

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[in.gov/counties/white](http://in.gov/counties/white)

## 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/ mailing address/contact info including phone and email
- Site address or parcel number
- Contractor name/ mailing 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 performs. 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.