



White County Building & Planning

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

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

www.whitecountyindiana.us

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 www.wcgconline.net or at <http://dnrmapping.dnr.in.gov/appsphp/fdms/>.
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 218 N. Main Street, 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