

# Meeting Agenda

*Jamestown Plan Commission*

**Date:** July 3, 2025

**Time:** 6:30pm

**Location:** Jamestown Town Hall, 421 E Main St, Jamestown, IN 46147, (765) 676-6331

## Call to Order

## Pledge of Allegiance

## Roll Call

## Meeting Minutes

1. **Minutes** – June 5, 2025

## Old Business – Public Hearing

2. **Building Permit Fees.** Discussion regarding new fees for building permits.
3. Discuss Fees for Permits Other Than New Construction

## New Business – Public Meeting

## Announcements

## Adjournment

**TOWN OF JAMESTOWN**

**PLAN COMMISSION**

**COUNCIL PRESIDENT  
APPOINTMENTS:**

Kaitie Duncan  
(1/1/25-1/1/26)  
Jason Leibowitz  
(1/1/24-1/1/26)  
Sharon Spears  
(1/1/24-1/1/27)  
Carol Leeke  
(1/1/24-1/1/28)

**COUNCIL APPOINTMENTS:**

Lori Hieston  
(1/1/24-1/1/28)  
Michael Stokes  
(1/1/25-1/1/29)  
Josh Hawkins  
(1/1/24-1/1/28)



## **Jamestown Residential Permit Fee Schedule**

*(Proposed 7.3.2025)*

### **Inspections**

- Any failed inspection has a re-inspection fee of **\$175**
- Any failed *final* inspection has a re-inspection fee of **\$275**
- Inspections that may be required for a project:
  - Temporary Power Pole (T-Pole)
  - Footings (this is a timed scheduled inspection)
  - Foundation
  - Underslab (can be done consecutively with foundation inspection)
  - Rough-in
    - Rough Framing
    - Rough Electrical
    - Rough Plumbing
    - Rough HVAC
  - Insulation
  - Final

### **Residential Permit**

#### **Single Family & Two-Family Dwellings Addition Permit**

- Requirements:
  - A full set of plans, prints, or drawings for review at time of submittal of application
  - HOA Approval Letter (*if in a subdivision with an HOA*)

Failure to provide the required documentation listed above will result in the application being returned as *incomplete*.

**Permit and review fee = \$1,000+.10 per square foot**

***Includes 7 inspections***

#### **Residential Remodel/Basement Finish Permit**

- Requirements:
  - A full set of plans, prints, or drawings for review at time of submittal of application



### **Residential Remodel/Basement Finish Permit (continued...)**

Failure to provide the required documentation listed above will result in application being returned as *incomplete*.

**Permit and review fee = \$500+.10 per square foot**

**Includes 3 inspections: Rough-in / Insulation / Final**

### **Residential Electric-only Permit**

- Covers:
  - Panel Upgrade
  - Re-connect Service

**Permit fee = \$150**

**Includes 1 inspection: Electrical Inspection**

### **Residential In-ground and Above Ground Pool Permit**

#### **In-ground Pools**

- Requirements:
  - Plot Plan
  - HOA Approval Letter (*if in a subdivision with an HOA*)

Failure to provide the required documentation listed above will result in the application being returned as *incomplete*.

**Permit and review fee = \$750**

**Includes 3 inspections: Rough Plumbing / Rough Electrical / Final**

#### **Above-ground Pools**

- Requirements:
  - Notification to the Town of Jamestown that you are installing an above-ground pool
  - Plot plan showing pool location; will be reviewed for setbacks and right-of-way encroachment
  - HOA Approval Letter (*if in a subdivision with an HOA*)

Failure to provide the required documentation listed above will result in the application being returned as *incomplete*.

**Review fee = \$75**

**NOTE: No permit or inspections are required.**



### Residential Demo Permit

- Requirements:
  - All utilities must be capped off and visible; structure(s) must be gone but not backfilled or graded at time of inspection.

**Permit fee = \$175**

**Includes 1 inspection**

### Residential Accessory Structure Permit (50sf or Less)

- Requirements:
  - Notification to the Town of Jamestown that you are installing a pre-manufactured shed.
  - Plot plan showing shed location; will be reviewed for setbacks and right-of-way encroachment
  - HOA Approval Letter (*if in a subdivision with an HOA*)
- No foundation required
- No electrical unless otherwise stated (which then would require an **electric-only permit**)

Failure to provide the required documentation listed above will result in the application being returned as *incomplete*.

**Review fee = \$75**

**NOTE: No permit or inspections are required.**

### Residential Accessory Structure Permit (51sf or More)

- Including but not limited to:
  - Sheds = **120 sq ft**
  - Pole Barns = **Always require a permit.**
  - Decks (30" above finish grade)
  - Detached Garage = **Always require a permit.**
- Requirements:
  - Plans, prints, or drawings may be required for your project; contact the Town of Jamestown for determination.
  - Plot plan showing building location
  - HOA Approval Letter (*if in a subdivision with an HOA*)
- Foundation may be required; concrete on-grade slab is **NOT** a foundation.



### **Residential Accessory Structure Permit (51sf or More) (continued...)**

Failure to provide the required documentation listed above will result in the application being returned as *incomplete*.

***Permit and review fee = \$525 + .10 per square foot***

***Includes 3 inspections: Rough Framing / Rough-in MEPs / Final***

***Each additional inspection, if needed: \$175***

### **Residential Fence**

- Requirements:
  - Notification to the Town of Jamestown that you are installing a fence.
  - Plot plan showing proposed fence location; will be reviewed for setbacks and right-of-way encroachment
  - HOA Approval Letter (*if in a subdivision with an HOA*)

***Review fee = \$75***

***NOTE: No permit or inspections are required.***

**Town of Jamestown**

# **Commercial/Industrial**

## **Building Permit Application Packet**

Contact: Administrator (765) 676-6331, [JamestownInspections@TownofJamestown.IN.gov](mailto:JamestownInspections@TownofJamestown.IN.gov)

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This application packet is for commercial and industrial building permits and includes:

- **New Commercial or Industrial Structure**
- **Addition to a Commercial or Industrial Structure** - includes additions to existing primary and accessory structures.
- **Remodel or Tenant Build-out** – includes modifications to existing commercial or industrial structures as well as completion of tenant space in existing structures.
- **Electrical Only** – includes new service, reinstatement of service, and service upgrades.
- **Accessory Structure** – includes sheds, decks, garages, fences, and any other types of structures greater than 50sqft in area intended for use on a commercial or industrial site. Also includes modifications or additions to existing accessory structures.
- **Commercial Swimming Pool** – for in-ground pools only.
- **Construction Trailer** – includes temporary trailers for sales and/or on-site construction.
- **Signs** – includes all permanent sign types.
- **Cell Towers and Co-located Towers**
- **Demolition**– the tearing down or removal of structures or partial structures on commercial or industrial lots.

In order to expedite the permit application review process, a pre-application consultation by phone is required before filing. Contact the Administrator at (765) 676-6331 if...

- This is your first time filing an application with the Town of Jamestown (or it's been more than two months since you previously filed).
- You are a tenant who is finishing space in an existing structure or building shell.
- You will be pulling more than one permit for a single project.
- Your project will have phases.
- You have questions about the application process.

## Permit Fees and Other Fees

**Application Fees** – The application fee covers the review of the application. This fee includes up to 3 hours of review time (application completeness, structural review, site plan review, etc.) and is paid when making application. Additional review time will be billed at \$125/hour and will be accompanied by a detailed timesheet.

- NEW Multi-family Dwelling/Structure.....\$450
- Addition to a Multi-family Structure.....\$300
- Remodel .....\$250
- Accessory Structure .....\$200

**Inspection Fees** – The inspection fees cover the inspections required for the particular project. This fee is paid when the permit is issued. Failed inspections will be assessed and a respective re-inspection fee and must be paid prior to the final inspection or issuance of the Certificate of Occupancy as determined by the inspector.

- Temporary Electric .....\$115
- Footing or Slab/Foundation .....\$190
- Rough-in (full) .....\$460
- Rough-in Electric only.....\$115
- Rough-in Plumbing only .....\$115
- Rough-in HVAC only .....\$115
- Rough-in Framing only .....\$115
- Insulation .....\$150
- Final .....\$275

**Flat-rate Permits and Fees** – The applications are assigned a discounted rate for efficiency and covers the review of the application as well as inspections. The fees are paid when making application.

- Electrical upgrade.....\$115
- Construction Trailer or Sales Office .....\$250
- Signs..... \$1/sqft of sign area (add \$115 for illumination)
- Demolition.....\$10

**Code/Inspection Questions** - Questions about inspections or code requirements can be directed to the Administrator at (765) 676-6331.

**Town of Jamestown**

# **Multi-family Residential**

## **Building Permit Application Packet**

Contact: Administrator (765) 676-6331, [JamestownInspections@TownofJamestown.IN.gov](mailto:JamestownInspections@TownofJamestown.IN.gov)

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This application packet is for multi-family residential building permits and includes:

- **New Multi-family Structure**
- **Addition to a Multi-family Structure** – includes additions to existing primary and accessory structures.
- **Remodel of a Multi-family Structure** – includes remodeling, structural modifications, electrical work, plumbing, HVAC, roofs, windows, siding, etc.
- **Accessory Structure** – includes pools, sheds, decks, garages, fences, and any other types of structures greater than 50sqft in area intended for use on a multi-family development site. Also includes additions or modifications to existing accessory structures.

In order to expedite the permit application review process, a pre-application consultation by phone is required before filing. Contact the Administrator at (765) 676-6331 if...

- This is your first time filing an application with the Town of Jamestown (or it's been more than two months since you previously filed).
- You are a tenant who is finishing space in an existing structure or building shell.
- You will be pulling more than one permit for a single project.
- Your project will have phases.
- You have questions about the application process.

### **Submittal.**

If you have any questions about the application or what to submit, please feel free to contact the administrator at (765) 676-6331.

Applications must be submitted entirely in electronic format (email, CD, or jump drive).

- **Email** - Applications can be submitted electronically to [JamestownInspections@TownofJamestown.IN.gov](mailto:JamestownInspections@TownofJamestown.IN.gov). The application and one copy of each of the attachments must be merged into one single pdf attachment in the order outlined on the following Submittal Checklist.
- **In Person or by Mail** – Electronic applications may be dropped off in person or mailed to the Jamestown Town Hall, **ATTN: BUILDING PERMITS**, 421 E Main St, PO Box 165, Jamestown, IN 46147.

## Permit Fees and Other Fees

**Application Fees** – The application fee covers the review of the application. This fee includes up to 3 hours of review time (application completeness, structural review, site plan review, etc.) and is paid when making application. Additional review time will be billed at \$125/hour and will be accompanied by a detailed timesheet.

- NEW Multi-family Dwelling/Structure.....\$450
- Addition to a Multi-family Structure.....\$300
- Remodel .....\$250
- Accessory Structure .....\$200

**Inspection Fees** – The inspection fees cover the inspections required for the particular project. This fee is paid when the permit is issued. Failed inspections will be assessed and a respective re-inspection fee and must be paid prior to the final inspection or issuance of the Certificate of Occupancy as determined by the inspector.

- Temporary Electric .....\$115
- Footing or Slab/Foundation .....\$190
- Rough-in (full) .....\$460
- Rough-in Electric only.....\$115
- Rough-in Plumbing only .....\$115
- Rough-in HVAC only .....\$115
- Rough-in Framing only .....\$115
- Insulation .....\$150
- Final .....\$275

**Flat-rate Permits and Fees** – The applications are assigned a discounted rate for efficiency and covers the review of the application as well as inspections. The fees are paid when making application.

- Electrical upgrade.....\$115

**Code/Inspection Questions** - Questions about inspections or code requirements can be directed to the Administrator at (765) 676-6331.

## **E. Additional Procedures.**

### **1. Commitments.**

- a. Form. A commitment must be substantiated by the form set forth in the PC Rules and Procedures, and must identify any specially affected persons or class of specially affected persons who may enforce the commitment. A commitment must authorize its recording by the Administrator in the applicable Recorder's Offices.
- b. Recording: A commitment shall be recorded in the applicable County Recorder's Office and takes effect upon the adoption of the proposal to which it relates. Following the recording of a commitment, the applicant shall return a copy of the original recorded commitment to the Administrator for PC's file.
- c. Persons Bound. Unless it is modified or terminated by the PC in accordance with this section, a recorded commitment is binding on the owner of the parcel, a subsequent owner of the parcel, and any other person who acquires interest in the parcel. An unrecorded commitment is binding on the owner of the parcel who makes the commitment. An unrecorded commitment is binding on a subsequent owner of the parcel or a person acquiring an interest in the parcel only if the subsequent owner or the person acquiring the interest has actual notice of the commitment.
- d. Modification or Termination by PC. Except for a commitment modified or automatically terminated in accordance with this section, a commitment may be modified or terminated only by a decision of the PC made at a public hearing after notice of the hearing has been given under the PC Rules and Procedures.

### **2. Improvement Location Permit (ILP) Procedures.**

The Administrator, or their designee, shall be responsible for the issuance of ILPs in accordance with *IC 36-7-4-800 series*.

- a. Applicability. No structure shall be erected, moved, expanded, or added to without an ILP issued by the Administrator. No ILP shall be issued unless the project is in conformity with the provisions of this UDO and other regulations of the Town of Jamestown. When applicable, and in accordance with Chapter 8, Section D.2 Development Plan Procedures of this UDO, Development Plan review and approval shall be completed prior to the issuance of an ILP.
- b. When a Permit is Required. The following tables list the types of improvements that require an ILP as well as exceptions for improvements that do not require an ILP. Note that improvements that do not require an ILP must still comply with the applicable requirements of this UDO and any other standards adopted by the Town of Jamestown. At their discretion, the Administrator may require an ILP for any other structure or improvement not listed in these tables that is subject to review under the applicable building code requirements and/or this UDO.

Type of Improvement	Permit Required	Permit Not Required
Primary Structures	Any new primary structure on a parcel including single-family dwellings, two-family dwellings, multi-family dwellings, commercial structures, and industrial structures	
	An addition to a primary structure	
	Placement or replacement of a manufactured home or mobile home	<ul style="list-style-type: none"> <li>Placement of a manufactured home not on a permanent foundation in a manufactured home park licensed by the Indiana State Department of Health.</li> <li>Initial connection or reconnection of plumbing to a manufactured home not placed on a permanent foundation located in a manufactured home park licensed by the Indiana State Department of Health.</li> </ul>
Accessory Structures	Swimming pools (in-ground and above-ground)	<ul style="list-style-type: none"> <li>Portable swimming pools that are 30 inches or less deep and 15 feet or less at the widest point.</li> </ul>
	Sheds	<ul style="list-style-type: none"> <li>Detached sheds used as tool sheds, personal storage sheds, playhouses, or similar uses provided:           <ol style="list-style-type: none"> <li>the floor area does not exceed 120 square feet,</li> <li>the structure does not encroach into an easement and does not exceed maximum lot coverage,</li> <li>the structure is not placed on or attached to a permanent foundation or post foundation, and the structure does not contain an electrical power distribution system, heating system, space heating equipment, cooling system, or space cooling equipment.</li> </ol> </li> </ul>
	Pole Barns	
	Any structure, for any use, that exceeds 120 square feet in area and/or has a permanent foundation (including structures, towers, antennas, satellite dishes, etc.)	
	An addition to an accessory structure	

Type of Improvement	Permit Required	Permit Not Required
Interior Remodeling and Repairs	Interior remodeling or repairs	<ul style="list-style-type: none"> <li>Replacement of fixtures attached to the walls or floors such as cupboards, cabinets, shelving, railings, tracks, wall and floor coverings, doors, painting, papering, and the like.</li> <li>Ordinary maintenance and repair of building equipment where the work does not reduce performance or create additional safety or health risks.</li> </ul>
	Installation of thermal insulation	
	Plumbing, heating, and/or electrical work	<ul style="list-style-type: none"> <li>Replacement of a water heater or furnace.</li> <li>Installation of household appliances such as window air conditioners, refrigerators, refrigerators with automatic ice makers, ranges microwave ovens, clothes washers, clothes dryers, dishwashers, food waste disposers, and trash compactors when such installation does not include the installation of an electrical circuit.</li> <li>Replacement of in-kind piping in a plumbing system when the replacement piping meets the same performance specifications and has the same capacity as the piping being replaced and not more than 20% of all piping in the structure is replaced.</li> <li>Replacement of appliances, fixtures, traps, or valves in a plumbing system.</li> <li>Extension of heating or cooling duct work.</li> </ul>
Exterior Remodeling and Repairs	Remodeling or repairs of roofing	<ul style="list-style-type: none"> <li>Replacement of an existing roof that does not involve: <ol style="list-style-type: none"> <li>a change in roof configuration,</li> <li>a change in the type of roof covering (e.g., tile roofing replacing asphalt shingles) that would increase the dead load on the structure,</li> <li>the replacement of basic structural members that support the roof (e.g., replacement of a rafter or more than 128 square feet of decking), or</li> <li>the installation of heat-applied roofing material.</li> </ol> </li> </ul>
	Remodeling or repairs of doors and windows	<ul style="list-style-type: none"> <li>Replacement of exterior prime doors or windows (limited to like-for-like in a wall opening of the same dimensions which does not reduce the egress required by code provision existing at the time the building was constructed).</li> <li>Installation, maintenance, and repair of storm windows designed and used as protection against severe weather.</li> </ul>
	Installation or replacement of exterior siding that requires a vapor barrier and cumulatively covers more than 50% of the total exterior of the structure	<ul style="list-style-type: none"> <li>Installation or replacement of exterior siding on less than 50% of the structure's total exterior.</li> </ul>
	Installation or repair of a masonry chimney	<ul style="list-style-type: none"> <li>Repair of a masonry chimney above the roofline that does not reduce the size of the flue opening.</li> </ul>
	Installation of window awnings	<ul style="list-style-type: none"> <li>Installation of window awnings where the awnings project no more than 48 inches from any wall.</li> </ul>
	Any exterior construction that adds to or alters the height of an existing structure	
		<ul style="list-style-type: none"> <li>Gutter replacement or installation.</li> </ul>

Type of Improvement	Permit Required	Permit Not Required
<b>Fences &amp; Walls</b>	Fences	
	Retaining walls exceeding four (4) feet in height, measured from the bottom of the footing to the top of the wall (said retaining walls must be designed by a licensed professional engineer or architect and substantiated with structural calculations)	<ul style="list-style-type: none"> <li>A retaining wall that does not exceed 4 feet in height unless supporting a surcharge for impounding Class I, II, or IIIA liquids (a cut in hillside creates a surcharge).</li> </ul>
<b>Decks &amp; Patios</b>	Decks	<ul style="list-style-type: none"> <li>Residential decks not more than 30 inches above grade and not over any basement or story below.</li> </ul>
	Patios cumulatively greater than 50 square feet	<ul style="list-style-type: none"> <li>Enclosure of an existing covered patio/balcony/porch with screening only.</li> </ul>
<b>Driveways</b>	The establishment of a new driveway or curb-cut	
	The replacement of an existing driveway within the right-of-way or curb-cut within the right-of-way greater than 500 square feet in cumulative area	<ul style="list-style-type: none"> <li>The replacement of any residential driveway and/or sidewalk that is outside the right-of-way, located entirely on private property, and required to be provided by any other sections of this UDO or applicable adopted standards of the Town of Jamestown.</li> </ul>
<b>Other</b>	Signs as specified by Chapter 3, Section H: Sign Standards of this UDO	<ul style="list-style-type: none"> <li>Signs as specified by Chapter 3, Section H: Sign Standards of this UDO</li> </ul>
	Electrical service (new, re-instatement, and upgrade)	
	Telecommunication towers, buildings, and antennas	
	The demolition of any primary structure in whole or in part, or any other structure serviced by electricity, sewer, septic, water, and/or well	
	Any other structure or improvement that, at the discretion of the Administrator, is subject to review under the applicable building code requirements and/or this UDO and not listed in this section b	
		<ul style="list-style-type: none"> <li>Cosmetic (non-structural) changes to any structure not listed in this section b as requiring a permit.</li> </ul>

c. Application Required. The applicant shall submit an application for an ILP in accordance with the application packet adopted by the PC as part of the PC Rules and Procedures and be prepared in accordance with the format described therein. A public record of each ILP shall be retained in the Office of the Administrator in accordance with the retention schedule established by the Indiana State Board of Accounts

d. Fees.

- The fee for an ILP shall be paid in accordance with the adopted Fee Schedule at the time the permit is issued.
- A failed inspection will incur a “reinspection fee” that must be paid before the inspector will perform a reinspection in accordance with the Fee Schedule and/or the respective application packet.

**Town of Jamestown**

# **Single/Two-family Residential**

## **Building Permit Application Packet**

Contact: Administrator (765) 676-6331, [JamestownInspections@TownofJamestown.IN.gov](mailto:JamestownInspections@TownofJamestown.IN.gov)

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This application packet is for residential building permits, including:

- **New Home** – includes new single-family dwellings, two-family dwellings, and the re-placement of a manufactured home.
- **Accessory Structure** –
- **Addition** - includes additions to existing single-family and two-family homes.
- **Remodel or Basement Finish**– includes remodeling, structural modifications, electrical work, plumbing, HVAC, roofs, windows, siding, etc.
- **Fence** – includes the placement or replacement of fences
- **Electrical Only** – includes new service, reinstatement of service, and service upgrades.
- **Accessory Structure** – includes fences, sheds, pole barns, and any struct.
- **Swimming Pool** – in-ground pools and above-ground pools
- **Demolition** – the tearing down or removal of structures or partial structures on residential lots.
- **Fire Repair**– includes all work necessary to repair a structure after fire damage has occurred.

### **Submittal.**

If you have any questions about the application or what to submit, please feel free to contact the administrator at (765) 676-6331.

Applications may be submitted either by email, in person, or by mail. **Applications whose plans are larger than 11"x17" must be submitted entirely in electronic format (email, CD, or jump drive).**

- **Email** - Applications can be submitted electronically to [JamestownInspections@TownofJamestown.IN.gov](mailto:JamestownInspections@TownofJamestown.IN.gov). The application and one copy of each of the attachments must be merged into one single pdf attachment in the order outlined on the following Submittal Checklist.
- **In Person or by Mail** - Applications may be dropped off in person or mailed to the Jamestown Town Hall, **ATTN: BUILDING PERMITS**, 421 E Main St, PO Box 165, Jamestown, IN 46147. Unless otherwise indicated, only one copy of the required attachments is needed.

## Permit Fees and Other Fees

**Application Fees** – The application fee covers the review of the application. This fee includes up to 3 hours of review time (application completeness, structural review, site plan review, etc.) and is paid when making application. Additional review time will be billed at \$125/hour and will be accompanied by a detailed timesheet.

- NEW Single-family or Two-family home .....\$450
- Addition to Single-family or Two-family home .....\$300
- Remodel Home or Basement Finish .....\$250

**Inspection Fees** – The inspection fees cover the inspections required for the particular project. This fee is paid when the permit is issued. Failed inspections will be assessed a respective re-inspection fee and must be paid prior to the final inspection or issuance of the Certificate of Occupancy as determined by the inspector.

- Temporary Electric .....\$115
- Footing or Slab/Foundation .....\$115
- Rough-in (full) .....\$220
- Rough-in Electric only .....\$55
- Rough-in Plumbing only .....\$55
- Rough-in HVAC only .....\$55
- Rough-in Framing only .....\$55
- Insulation .....\$150
- Final .....\$190

**Flat-rate Permits and Fees** – The applications are assigned a discounted rate for efficiency and covers the review of the application as well as inspections. The fees are paid when making application.

- Decks, in-ground pools, sheds, patios .....\$100
- Fences and above-ground pools .....\$50
- Electrical upgrade .....\$55
- Demolition (when capping off utilities) .....\$10

**Code/Inspection Questions** - Questions about inspections or code requirements can be directed to the Administrator at (765) 676-6331.





### **Residential Remodel/Basement Finish Permit (continued...)**

Failure to provide the required documentation listed above will result in application being returned as *incomplete*.

**Permit and review fee = \$500+.10 per square foot**

**Includes 3 inspections: Rough-in / Insulation / Final**

### **Residential Electric-only Permit**

- Covers:
  - Panel Upgrade
  - Re-connect Service

**Permit fee = \$150**

**Includes 1 inspection: Electrical Inspection**

### **Residential In-ground and Above Ground Pool Permit**

#### **In-ground Pools**

- Requirements:
  - Plot Plan
  - HOA Approval Letter (*if in a subdivision with an HOA*)

Failure to provide the required documentation listed above will result in the application being returned as *incomplete*.

**Permit and review fee = \$750**

**Includes 3 inspections: Rough Plumbing / Rough Electrical / Final**

#### **Above-ground Pools**

- Requirements:
  - Notification to the Town of Jamestown that you are installing an above-ground pool
  - Plot plan showing pool location; will be reviewed for setbacks and right-of-way encroachment
  - HOA Approval Letter (*if in a subdivision with an HOA*)

Failure to provide the required documentation listed above will result in the application being returned as *incomplete*.

**Review fee = \$75**

**NOTE: No permit or inspections are required.**



### Residential Demo Permit

- Requirements:
  - All utilities must be capped off and visible; structure(s) must be gone but not backfilled or graded at time of inspection.

**Permit fee = \$175**

***Includes 1 inspection***

### Residential Accessory Structure Permit (50sf or Less)

- Requirements:
  - Notification to the Town of Jamestown that you are installing a pre-manufactured shed.
  - Plot plan showing shed location; will be reviewed for setbacks and right-of-way encroachment
  - HOA Approval Letter (*if in a subdivision with an HOA*)
- No foundation required
- No electrical unless otherwise stated (which then would require an ***electric-only permit***)

Failure to provide the required documentation listed above will result in the application being returned as *incomplete*.

**Review fee = \$75**

***NOTE: No permit or inspections are required.***

### Residential Accessory Structure Permit (51sf or More)

- Including but not limited to:
  - Sheds = **120 sq ft**
  - Pole Barns = **Always require a permit.**
  - Decks (30" above finish grade)
  - Detached Garage = **Always require a permit.**
- Requirements:
  - Plans, prints, or drawings may be required for your project; contact the Town of Jamestown for determination.
  - Plot plan showing building location
  - HOA Approval Letter (*if in a subdivision with an HOA*)
- Foundation may be required; concrete on-grade slab is **NOT** a foundation.



### **Residential Accessory Structure Permit (51sf or More) (continued...)**

Failure to provide the required documentation listed above will result in the application being returned as *incomplete*.

***Permit and review fee = \$525 + .10 per square foot***

***Includes 3 inspections: Rough Framing / Rough-in MEPs / Final***

***Each additional inspection, if needed: \$175***

### **Residential Fence**

- Requirements:
  - Notification to the Town of Jamestown that you are installing a fence.
  - Plot plan showing proposed fence location; will be reviewed for setbacks and right-of-way encroachment
  - HOA Approval Letter (*if in a subdivision with an HOA*)

***Review fee = \$75***

***NOTE: No permit or inspections are required.***