

Town of Montezuma Building / Improvement Plan

1243 Jackson Street, P.O. Box 37
Montezuma, In 47862

Telephone 765.245.2759 Fax 765.245.0021

Please fill out form completely or permit may be delayed
Normal approval within five (5) business days

Applicant Full Name: _____

Building Site Address:	Applicant Mailing Address	Contractor/ Builder Address
_____	_____	_____
_____	_____	_____
_____	_____	_____

Home Phone: _____ Work Phone: _____ Contractor Phone: _____

Subdivision / Addition _____ Lot Number _____

Please check all that apply to this project:

New Construction Addition to an Existing Structure Demolition of a Structure
 Conversion of Space Removal of Mobile/Manufactured Home Placement of Mobile/ Manufactured Home

<input type="checkbox"/> Attic – Finished	<input type="checkbox"/> Fireplace	<input type="checkbox"/> Storage Shed – Fixed
<input type="checkbox"/> Basement – Finished	<input type="checkbox"/> Garage – Attached	<input type="checkbox"/> Storage Shed – Skid
<input type="checkbox"/> Bath – Full 3 Fixture	<input type="checkbox"/> Garage – Detached	<input type="checkbox"/> Structure – Commercial
<input type="checkbox"/> Bath – Half 2 Fixture	<input type="checkbox"/> Gazebo	<input type="checkbox"/> Structure – Industrial
<input type="checkbox"/> Bay Window	<input type="checkbox"/> Greenhouse	<input type="checkbox"/> Structure- Residential
<input type="checkbox"/> Brick Exterior	<input type="checkbox"/> Masonry Stoop	<input type="checkbox"/> Structure – Other*
<input type="checkbox"/> Car Port	<input type="checkbox"/> Mobile Home	<input type="checkbox"/> Swimming Pool- Above
<input type="checkbox"/> Driveway – Asphalt	<input type="checkbox"/> Manufactured Home	<input type="checkbox"/> Swimming Pool – Below
<input type="checkbox"/> Driveway – Concrete	<input type="checkbox"/> Porch – Deck- Patio	<input type="checkbox"/> Swimming Pool- Concrete Apron

* Describe _____

Complete for Mobile/ Manufactured Homes only

Name of Manufacture: _____ Year of Manufacture: _____
Number of Bedrooms: _____ Number of Bathrooms: _____ Central Air?: _____
Will unit be on a Foundation?: _____ Will unit have skirting?: _____
Type of Exterior (i.e. vinyl)?: _____ Number of Square Feet: _____
Type of Roofing Material (i.e. asphalt shingles)?: _____

(If Applicable) Septic Release Number (County): _____ Are you in a Flood Plain?: _____

I hereby certify by my signature that the above information is correct and complete to the best of my knowledge.

Applicant Signature: _____ Date: _____

Office use only: Fee Paid _____ Receipt Number _____ Site/Floor Plan _____ Septic Release _____

Approved By: _____ Date: _____

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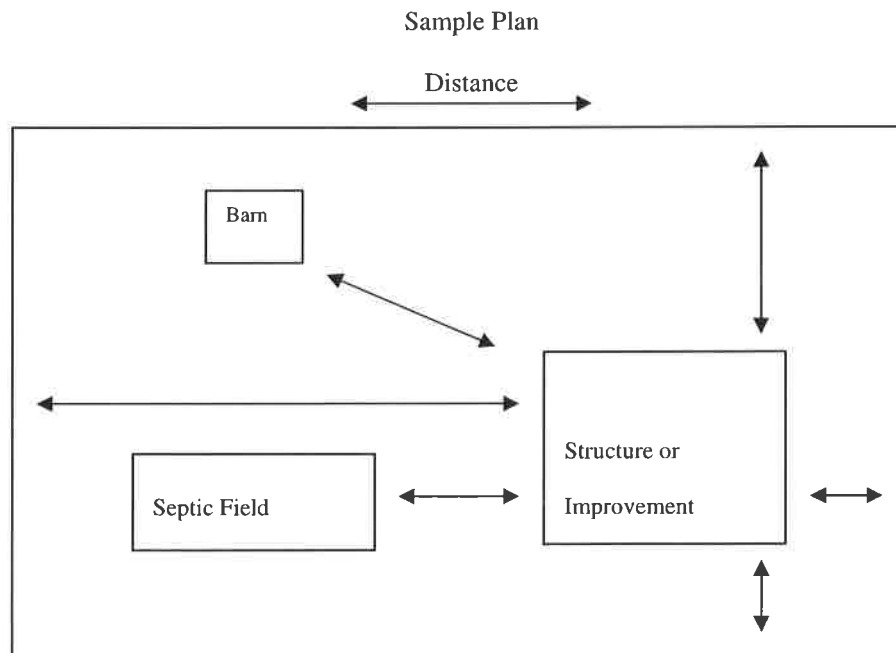
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Information for obtaining a Building / Improvement Permit

1. After all applicable information has been received by this office; normal approval should take no more than five (5) business days.
2. A site/floor plan is required for all building/improvement permits. Plan must show the following information:
 - a. Location on property of proposed improvement
 - b. Location of all other structures
 - c. Location of septic system
 - d. Distance between Improvement and septic system (minimum of 10 feet)
 - e. Location of nearby streets



3. Provide a description of improvement including intended use (residential, commercial, industrial, other)
4. All subdivision covenants and restrictions must be followed. Find out these requirements before starting project.
5. Some permit approval or utility services may be withheld until permits from other agencies are obtained and copies presented to this office (Department of Natural Resources, County septic, County Building, State of Indiana, etc.).
6. Fee: Residential \$25.00 Commercial / Industrial \$50.00 Additions \$15.00 Accessory Structures \$10.00

ONLINE BUILDING PERMIT FEE PAYMENT

Name _____

Fee For _____

Phone # _____

Email Address _____

PAY HERE