

# Application for a Building Permit

Town of Trail Creek  
 211 Rainbow Trail  
 Trail Creek, IN 46360  
 Phone: (219) 872-2422 Fax: (219) 878-1235  
 Email: [townhall@townoftrailcreek.in.gov](mailto:townhall@townoftrailcreek.in.gov)

Building Commissioner: Steve Thomas (219) 898-0393 Town Engineer: Haas & Associates (219) 872-9407  
 Electrical Inspector: Dave Switzer (219) 898-1290 Plumbing Inspector: Paul Foreman (219) 898-6565  
 HVAC Inspections: Janet Cole (219) 326-6808 EXT-2221

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Address of Proposed Construction: \_\_\_\_\_

The property owner (or designate) makes application for a Building Permit for the following work to be performed:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Property Owner: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Builder: \_\_\_\_\_ Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Proposed Construction Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Estimated Completion Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

The following must be submitted with your Application for all construction and for any structure added to the property:

The Applicant will provide a Project Statement of work to be performed showing the square footage of the lot, the square footage involved in the project, and the gross square feet of lot coverage by all structures.

- \_\_\_ Two sets of drawings for new construction and two sets of plat survey, sketches/explanation for minor modifications.
- \_\_\_ Two sets of site plan with septic and dry well location indicated.
- \_\_\_ Required LaPorte County Health Department septic sign off and any additional County, State or Federal permits required.
- \_\_\_ Department of Natural Resources (DNR) approval (sign-off letter), if required.  
 Minimum fee is \$55.00 (fifty-five dollars) per inspection.

Permit Fees – Section: Please select project dollar amount below to determine cost of permit fee.

\$500.00 to \$2,500.00:	\$50.00
\$2,501.00 to \$5,000.00:	\$75.00
\$5,001.00 to \$15,000.00:	\$100.00
\$15,001.00 to \$25,000.00:	\$150.00
\$25,001.00 to \$50,000.00:	\$250.00
\$50,001.00 to \$100,000.00:	\$500.00
\$100,001.00 and above:	@.75 cents per sq. ft.

Information needed for new construction: The gross area of the lot in square feet; the gross area of the lot currently covered by existing structures in square feet; the gross area of the lot that will be covered by the remaining structures and additions or renovations in square feet; the percentage of the lot that will be covered by the remaining structures and the additions or renovations; the total square feet of all renovations to the existing structure; the total square feet of all additions to the existing structure; a clearance letter from the County Board of Health; a clearance letter from the Indiana DNR if the structure is in the floodway; and a clearance letter from the Army Core of Engineers if required.

**\*\*ATTENTION\*\***

**CONTRACTORS, BUILDERS, AND HOMEOWNERS**

**PLEASE READ THOROUGHLY BEFORE YOU SIGN A PERMIT.**

**IT IS YOUR RESPONSIBILITY AS PERMITTED TO KNOW WHAT CODES APPLY, TO KNOW THE CODES, AND TO KNOW WHEN TO CALL FOR INSPECTIONS.**

**FAILURE TO DO SO MAY RESULT IN A WORK STOP ORDER AND OR A FINE.**

**EACH FAILED INSPECTION WILL BE LIABLE FOR AN ADDITIONAL INSPECTION AND FEE. THE PROPERTY OWNER OR THE CONTRACTOR SHALL CONTACT EACH INSPECTOR TO ARRANGE INSPECTIONS.**

**INSPECTIONS ARE DUE FOR: PLEASE MAKE SURE ALL ARE CHECKED**

- 1. Footings (for depth and rebar)
- 2. Foundation Walls and Drains
- 3. NIPSCO Electrical Hookup
- 4. NIPSCO Gas Hookup
- 5. Rough Electrical
- 6. Rough Plumbing
- 7. Rough Mechanical (HVAC)
- 8. Framing
- 9. Final Electrical
- 10. Final Plumbing
- 11. Final Mechanical (HVAC)
- 12. Any Structural Changes (which may include windows, doors, etc.)
- 13. Roof Replacement (ICE AND WATER SHIELD)
- 14. Final Inspection, or as determined by the Building Commissioner
- 15. Driveway and/or off-street parking replacement or installation
- 16. Demo

Check with the Town Building Commissioner or Town Clerk-Treasurer for any additional Town Permits required including Permit requirements.

UPON COMPLETION OF THE REQUIRED INSPECTIONS, A FINAL BUILDING INSPECTION MAY BE REQUIRED, AS DETERMINED BY THE BUILDING COMMISSIONER. UPON SATISFACTORY COMPLETION, A CERTIFICATE OF OCCUPANCY WILL BE ISSUED.

Permit Fee \$ \_\_\_\_\_ Inspection Fee(s)\$ \_\_\_\_\_ Number of Inspections: \_\_\_\_\_  
\$55.00 Dollars Per Inspection

Signature: \_\_\_\_\_  
(Building Commissioner) Steve Thomas  
(Clerk-Treasurer) Crystal Frever  
(Town Engineer) Haas & Associates

Date: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Signature: \_\_\_\_\_  
Contractor or Property

Date: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

**\*\*APPLICATION MUST BE COMPLETED IN FULL ALONG WITH SIGNATURE AND DATE OR IT WILL BE RETURNED/DENIED\*\***