



**THE FOLLOWING INFORMATION, IF APPLICABLE, MUST BE SUBMITTED WITH THE BUILDING/IMPROVEMENT LOCATION PERMIT APPLICATION:**

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1. Site plan of the property showing:
  - a. All property lines and dimensions
  - b. All streets, alleys, and other rights-of-ways adjacent to the site
  - c. The location of all recorded easements
  - d. The location of all utility lines (overhead and underground)
  - e. The location of all County Regulated Legal Drains (both open ditches and tiles)
  - f. All parking areas designated for off-street parking
  - g. All existing and proposed structures
  - h. The setbacks of all existing and proposed structures
  - i. The height, width, and depth of proposed structures

**PLEASE NOTE THE FOLLOWING REQUIREMENTS WHICH MAY APPLY:**

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1. Roof eaves may only extend a maximum of two feet (2') into any required building setback area.

**IMPORTANT INSPECTION INFORMATION**

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1. Inspections may be scheduled by calling the Department at (260) 356-5146 during normal business hours 8:00 am - 4:30 pm Monday through Friday (except holidays). The Department does **NOT** accept inspection requests by email, fax, or voicemail. You do not need to speak to an inspector to schedule an inspection, any member of the staff can assist you in scheduling.
2. Concrete inspections (footer, post hole, foundation, basement walls and slab) require a minimum of 4-hours notice. All other inspections require a minimum of 24-hours notice.
3. Failure to call for a required inspection will result in the assessment of fines/penalties. You may also be required to undo already completed work so that code compliance may be verified by the inspector.
4. If an inspection is failed/denied by the inspector, a re-inspection fee may be assessed and you will be required to schedule a new inspection appointment.
5. Payment of any fines/penalties/re-inspection fees must be paid to the Department prior to any other inspections being scheduled. Payment is required by cash or check only. The inspectors do not and can not accept payment of these assessed fees.
6. The following inspections (when required as marked on your yellow inspection card) are due at the following stages of construction:
  - a. Framing: Once the trusses or rafters are installed, but prior to the roof sheathing being installed.
  - b. Final: Once all roofing, siding, fascia, and guttering have been installed.

**THE ISSUANCE OF A PERMIT SHALL NOT AUTHORIZE THE VIOLATION OF ANY PROVISION OF THE BUILDING CODE, ELECTRICAL CODE, PLUMBING CODE, ZONING CODE, OR ANY OTHER APPLICABLE CODE OR REGULATION.**