

**LAGRANGE COUNTY, IN
IMPROVEMENT LOCATION/ BUILDING PERMIT APPLICATION**

Detailed scaled site plans and building plans must accompany this application.
Plan Commission approval requires a recent survey of the property in the Lake Zoning (L-1) district.

Please allow 3 to 5 business days for application to be reviewed.

Site plan to include the size and location of new construction, existing structures on the site, septic system and well(s), distances from lot lines, location and distance from structures on adjacent properties (in L-1), distance from county regulated drains or tiles, flood plains and areas and it shall be drawn to a scale that can be reproduced.

- **County or State Driveway Permit** (Required for a new cut, change of surface, or use) Attached: _____
- **Waste District Letter** (Required for any construction on property with a sanitary sewer system) Attached: _____
- **Town Letter** (If within town limits): Attached: _____
- **Health Department:** Attached: _____

Project Description (REQUIRED): _____

OWNER INFO: Parcel # _____

Name: _____

Mailing Address: _____

Project address: _____ City: _____ State: _____

Zip: _____ Phone: _____ Email: _____

APPLICANT:(If different from Owner): _____

Name: _____ Phone: _____

Email: _____

(Check one) Residential _____ Commercial _____ Agricultural _____

The Applicant/Owner agrees: any changes (to the structure or its location) for which this permit is issued will comply with all applicable laws of the State of Indiana and ordinances of LaGrange County. All work will be done in accordance with the appropriate Building Code as adopted by the State of Indiana and LaGrange County. The Applicant/Owner also agrees: The appropriate office will be notified of any changes in the work scope and substance covered by this permit. This permit is VOID if it is discovered or determined the applicant and/or property owner submitted incorrect or fraudulent information regarding this project.

Date: _____

Signature: _____

PLANNING & ZONING

Email: planning@lagrangecounty.org

(OFFICE USE ONLY)

Property located within the Special Flood Hazard Area (SFHA) will require Certificate of Elevation before occupancy.

Application to Develop in Floodplain: _____ Floodplain _____ BFE _____ FPG _____

Wetlands: _____ DNR/IDEM Permit Required: _____

Slab _____ Crawlspace _____ Basement _____ Foundation Plan _____

Flood Vents Required _____ APPROVED: _____

PLANNING/ZONING: _____ **LOCATION PERMIT NO. 24-ZC-** _____

Zoning: _____ **Erosion Control Plan (for S-1, U-1, or L-1):** _____ Lot Coverage (for L-1): _____

Setbacks: Front: _____ Side: _____ Side: _____ Rear: _____ Lake: _____

Petition No. _____

Comments: _____

COUNTY SURVEYOR: This parcel (does) (does not) have a legal drain or right-of-way in its boundaries. The proposed improvements (do) (do not) approach any legal drain or its right-of-way.

Drain Affected: _____ Date: _____ Approved _____

Building plans to include: floor plans, exterior elevations, structural soil boring report (in L-1), and sufficient details to show all construction.

BUILDING DEPARTMENT
[Email:mdewald@lagrangecounty.org](mailto:mdewald@lagrangecounty.org)

Project Cost: \$ _____

General Contractor: _____

Current Y/ N

Finished Space (Sq. Ft.) **Unfinished Space (Sq. Ft.)**

Sub-Contractors:

Basement _____ Basement _____

Concrete: _____

1st Floor _____ 1st Floor _____

Plumbing: _____

2nd Floor _____ 2nd Floor _____

Electrical: _____

Garage _____ Porch _____

Insulation: _____

Barn _____ Decks _____

Mechanical: _____

Storage Bldg. _____ Shed _____

Other: _____

Are Structural Components Used? (Circle all that applies): Fire

Trusses I-Joist LVL Beams None Other _____

BUILDING DEPARTMENT REQUIREMENTS

__ **Improvement Value** Provide a reasonable estimate of the cost of your project in dollars.

__ **General Contractor** The **name** of the company or **person** doing your project, if you are doing your own work write "SELF".

__ **Sub-Contractors** List the **company name** of each trade shown or write N/A if not applicable.

__ Circle all manufactured **structural components** used, if not using any and using dimensional lumber circle none.

__ **Finished Space square footage** List the square footage of each floor and each building you are submitting.

__ **Unfinished Space Square footage** Same as above for each building.

CUSTOMER CHECK LIST LaGrange County, IN Improvement Location & Building Permit Application

MOST building projects require TWO permits, ZONING & BUILDING!

You must submit **ALL OF THE FOLLOWING** for new construction projects to be considered:

__ **Site Plan** to **SCALE** showing all of the following:

- __ Proposed new & all existing buildings
- __ Property lines, roadways
- __ Septic system location or sewer connection
- __ Well location
- __ Distance from county regulated drain or tile
- __ Flood plains and/or flood areas
- __ If in the L-1, S-1 or U-1 Zoning District, detailed Erosion Control Plan for duration of construction
- __ **IF** building in an **L-1 lake zone**, submit a survey that also includes distances from structures on adjacent properties **PLUS all of the above.**

__ **Building Plans** to **SCALE** showing all of the following:

- __ Floor plans – for Residential on 8-1/2” x 11” sheet or PDF -- for Commercial a full set, in full size AND PDF version with copy of your State Release.
- __ Exterior elevations
- __ Details of all construction (i.e. footing/wall sections, etc.)
- __ **IF** building in an **L-1 lake zone**, all of the above **PLUS below:**
- __ Structural soil boring report (list of most frequently seen companies available)
- __ **County Driveway Permit** If your driveway will be on a county road, you must obtain a permit from County Highway, located at 300 E Factory St which is 2 blocks East and 1 block North of the County Office Building. Their office hours are limited. (260) 499-6352 Ask for Tammy.
- __ **State Driveway Permit** If your driveway will be on SR 3, SR 5, SR 9, SR 120 or US 20 you must obtain a permit from INDOT, Jason Hanaway (260) 969-8254 email: jhanaway@indot.in.gov
- __ **Waste District Letter** When located on a sanitary sewer system, your choices could be one of the following:
LaGrange Co. Regional Utility District 2575 N SR 9 in LaGrange which is 2.5 miles North, right after the pond.
(260) 499-6349

Steuben Lakes Regional Waste (260) 665-9865

Adams Lake Regional Sewer District (260) 982-2252 (Ashleigh) geminibillingservices.com

Town of LaGrange (260) 463-3241

Town of Shipshewana (260) 768-4743

Town of Wolcottville (260) 854-3151.

__ **Town Letter** If your project is located within the town limits of any of the following, you will need to obtain a letter from them for construction. This will also serve as your waste district letter mentioned previously.
(LaGrange, Shipshewana, Topeka & Wolcottville)

__ **Health Department** If you will be on a septic system you need a permit from the county health department located across from the hospital at 300 N Townline (00EW) (260) 499-4182.

Owner information

__ **Parcel # can be found on your tax statement.** This is an 18-digit number beginning with 44. Or if you are familiar with Beacon the property search service <https://beacon.schneidercorp.com> Enter Indiana in the state search and LaGrange in the county search then your name or address.

__ Mailing address may be different than project address IF a second home and not the primary residence.

Applicant information

__ **Project address** will be assigned as part of the application process. So you may only be able to identify the property by parcel ID#, subdivision, lot number, township or section number.

__ **Name** could be anyone other than the listed deed holder, like the contractor doing the work.