

## Building Permit Requirements during COVID 19

1. Contact Planning and Zoning for their requirements and obtain their approval and/or permit.
2. Once you have received approval from Planning & Zoning you will go to the following website: <http://www.lagrangecounty.org/index.php/docs-downloads/building-department> for the required documents to obtain a Building Permit.
  - A) Application for Building Permit (ALL)
  - B) Advanced Structural Component Notification (ALL except Gas & Electric)
  - C) Lake Zone Construction Notice (Lake Zones Only)
  - D) 2020 Contractor Registration Form

If you are applying for a Gas, Permanent Electric Permit or Contractor Registration you can submit those via email [building@lagrangecounty.org](mailto:building@lagrangecounty.org).

3. Once the Building Department has approved your permit you will have the following options for payment:
  - A) Mail a Check to: LaGrange County Building Department, 114 W Michigan St., LaGrange, In 46761 (include a self-addressed stamped envelope to mail your receipt and permit back to you.) Please include the permit number you are given by the Building Dept. in the check memo line.
  - B) Pay online <https://pay.paygov.us/EndUser/LocationCode.aspx> select the following  
State: Indiana  
Jurisdiction Name: LaGrange County  
Transaction: LaGrange-Building Department  
Click on "Make a Payment"  
In the "Purpose of Payment" line, include the permit number given to you by the Building Dept. and fill out the rest of the payment information.
  - C) Once we receive confirmation of payment we will email or mail you a copy of your documents and the Building Permit that will need to be posted visible from the roadway. Please note that receipt of payment may take up to 24 hours when paid on PayGov.us
  - D) Call the 24-hour Building Department Inspection line at 260-499-6309 to schedule your inspections.
  - E) Questions and/or correspondence should be emailed to [building@lagrangecounty.org](mailto:building@lagrangecounty.org).

Please understand this process will take longer than normal as we must work with the restrictions set forth by the Governor. Rest assured we will make adjustments as needed to make the process as smooth as possible until restrictions are lifted. Thank You for your patience and understanding during this time.

Thank You,

**Jason Boggs**

LaGrange County Building Commissioner

# LaGrange County Building Department

LaGrange County Office Building  
114 West Michigan Street, Ste. #7  
LaGrange, IN 46761  
Phone: 260-499-6305

## **2020 CONTRACTOR REGISTRATION**

**ANNUAL FEE: \$75.00**

**REGISTRATION# \_\_\_\_\_**  
**(For office use)**

**PLEASE PRINT**

BUSINESS

NAME: \_\_\_\_\_

OWNERS NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ CELL: \_\_\_\_\_

FAX: \_\_\_\_\_ EMAIL: \_\_\_\_\_

TYPE OF WORK \_\_\_\_\_

**Please answer YES OR NO to the following questions:**

1. Do you carry liability insurance? \_\_\_\_\_
2. Do you carry Workman's Compensation insurance? \_\_\_\_\_
3. Are you bonded? \_\_\_\_\_
4. Have you failed any test given by any approved testing facility? \_\_\_\_\_
5. Do you hold a certificate issued by any approved testing facility? \_\_\_\_\_  
If yes, for what? \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**NOTE: ALL GENERAL, FRAMING, ELECTRICAL, INSULATION, MECHANICAL, PLUMBING & CONCRETE CONTRACTORS WORKING IN LAGRANGE COUNTY MUST BE REGISTERED WITH THE BUILDING DEPARTMENT.**

*(Co. Ordinance#2006-12-4)*

**FAILURE TO REGISTER WILL RESULT IN \$250 PENALTY!**

*(double annual registration fee + \$100)*



Application for Building Permit

Parcel ID # \_\_\_\_\_ Planing/Zoning# \_\_\_\_\_

Name of Land Owner \_\_\_\_\_

Mailing Address of Land Owner \_\_\_\_\_

Site Address \_\_\_\_\_ Township \_\_\_\_\_

Phone # of Land Owner \_\_\_\_\_ Email of Land Owner \_\_\_\_\_

Type of Construction (Circle all that apply)

House Garage Barn Addition Remodel Pool Electric Gas Commercial Modular Mobile Home

Estimated Cost of Construction \$ \_\_\_\_\_ Number of Stories \_\_\_\_\_

Building Square Footage ; 1<sup>st</sup> Floor \_\_\_\_\_ SF 2<sup>nd</sup> Floor \_\_\_\_\_ SF

Porch(es): \_\_\_\_\_ SF Decks: \_\_\_\_\_ SF

(check 1 ) Slab \_\_\_\_\_ Crawl Space \_\_\_\_\_ Basement \_\_\_\_\_ Finished SF \_\_\_\_\_ /Unfinished SF \_\_\_\_\_

(Check 1) Garage: Attached \_\_\_\_\_ Detached \_\_\_\_\_ SF

Barns: \_\_\_\_\_ SF

(Circle) Fuel Supplier: Propane NIPSCO Electric Supplier: REMC NIPSCO

Note: All Contractors must be registered prior to Applying for Building Permit. Please list Contractor below.

General Contractor \_\_\_\_\_

Plumbing Contractor \_\_\_\_\_

Mechanical Contractor \_\_\_\_\_

Concrete Contractor \_\_\_\_\_

Electrical Contractor \_\_\_\_\_

Insulation Contractor \_\_\_\_\_

X \_\_\_\_\_

Applicant signature

Assigned Building Permit # \_\_\_\_\_

Documentation Check list

Site Plan \_\_\_\_\_

(Residential)floor plans \_\_\_\_\_

Health Dept./Septic Permit \_\_\_\_\_

Town/Lake Letter \_\_\_\_\_

Driveway Permit \_\_\_\_\_

Soil Boring Results \_\_\_\_\_

Fire Letter \_\_\_\_\_

Copy of Recorded deed (if needed)

(Commercial)Blue Prints \_\_\_\_\_

# LaGrange County

## Building Department

County Office Building  
114 West Michigan Street  
LaGrange, In 46761  
Phone: (260) 499-6305

### Advanced Structural Component Notification

Effective July 1, 2018, applicants for structural permits are required to declare any "advanced structural components" used in the floor or roofing construction having less than one (1) hour of fire resistance when tested in accordance with the ASTM Standard E119.

Address: \_\_\_\_\_ Owners name(print) \_\_\_\_\_

Township: \_\_\_\_\_ Fire Dept: \_\_\_\_\_

Type of component: Wood I-joist: \_\_YES \_\_NO, Roof Trusses: \_\_YES \_\_NO

Other Products & locations: \_\_\_\_\_

This structure: Type of structure: \_\_\_\_\_

\_\_\_ has "advanced structural components" in the floor.

\_\_\_ has "advanced structural components" in the roof. (\*ALL TRUSSES ARE ENGINEERED)

\_\_\_ does not have "advanced structural components." (NOMINAL LUMBER ONLY)

Applicant Signature: \_\_\_\_\_

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

Reviewed By: \_\_\_\_\_

Building Commissioner Jason Boggs: \_\_\_\_\_

