

# LaGrange County Plan Commission

County Office Building  
114 W. Michigan Street, Suite 6  
LaGrange, IN 46761  
Phone (260) 499-6346 Fax (260) 499-6404

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April 5, 2021

The LaGrange County Plan Commission, Building Department, and Surveyor's office have implemented a new permitting process. We will have up to 3 business days for review of the permit application and to issue the appropriate permit.

The completed packets will need to be dropped off at the Plan Commission office with all of the required information. Once the information has been approved by all departments, you will be contacted for payment. Once payment is received, the permits can be picked up or emailed.

If you have any questions, feel free to contact us.

Thank you,

Jason Boggs  
Building Comm.

Robbie Miller  
Plan Director

Zachary Holsinger  
County Surveyor

# Zoning Compliance Certificate/Permit Requirements

\_\_\_\_\_ In L-1 district, site plan needs to be on survey, in other districts, a to-scale drawing is required.

\_\_\_\_\_ Driveway permit required if changing the existing drive or if a new cut off of road right-of-way.

\_\_\_\_\_ Elevations of all 4 sides of the proposed structure.

\_\_\_\_\_ Floorplans for any structure with interior walls.

\_\_\_\_\_ Sanitary Sewer District construction/new hook-up letter required for all projects that are on a sanitary sewer system or Health Department permit required if adding bedrooms or bathrooms.

\_\_\_\_\_ A Town letter, if property is in an incorporated town.

\_\_\_\_\_ In the L-1 district, a copy of the structural soil borings required for a building permit.

\_\_\_\_\_ If the property is not in your name in our system, a copy of the Recorded Deed is required.

# LAGRANGE COUNTY, IN PLANNING/ZONING/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.

**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.

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

**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** \_\_\_\_\_

## APPLICANT:

Project address: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## OWNER (If different than applicant)

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

*The undersigned 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 undersigned 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.***

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

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

Parcel # \_\_\_\_\_

(Check one) Residential \_\_\_\_\_ Commercial \_\_\_\_\_ Agricultural \_\_\_\_\_

Site Address \_\_\_\_\_ Lot # \_\_\_\_\_

Subdivision Name \_\_\_\_\_ Township \_\_\_\_\_ Section # \_\_\_\_\_ Acreage \_\_\_\_\_

**COUNTY SURVEYOR: (OFFICE USE ONLY)** This parcel (does) (does not) have a legal drain or right-of-way in its boundaries. The proposed improvements (do) (do not) encroach upon any legal drain or its right-of-way.

Drain affected \_\_\_\_\_ Date \_\_\_\_\_ Approved \_\_\_\_\_

**PLANNING/ZONING: (OFFICE USE ONLY) LOCATION PERMIT No.** \_\_\_\_\_

Zoning: \_\_\_\_\_ Erosion Control Plan \_\_\_\_\_ (for S-1, U-1, L-1) Lot Coverage (L-1): \_\_\_\_\_

Setbacks: Front: \_\_\_\_\_ Side: \_\_\_\_\_ Side: \_\_\_\_\_ Rear: \_\_\_\_\_ Lake: \_\_\_\_\_

Height: \_\_\_\_\_ Lot Coverage (in L-1) \_\_\_\_\_

BZA Petition No. & Description \_\_\_\_\_

BZA Restrictions \_\_\_\_\_

**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 \_\_\_\_\_

Flood Vents Required \_\_\_\_\_

**BUILDING DEPARTMENT INFO REQUIRED:**

Improvement Value: \$ \_\_\_\_\_

General Contractor: \_\_\_\_\_ Current Y / N

**Sub-Contractors:**

Concrete \_\_\_\_\_

Plumbing \_\_\_\_\_

Electrical \_\_\_\_\_

Insulation \_\_\_\_\_

Other \_\_\_\_\_

Other \_\_\_\_\_

Finished Space (s. f.)      Unfinished Space (s. f.)

Basement \_\_\_\_\_ Basement \_\_\_\_\_

1<sup>st</sup> Floor \_\_\_\_\_ 1<sup>st</sup> Floor \_\_\_\_\_

2<sup>nd</sup> Floor \_\_\_\_\_ 2<sup>nd</sup> Floor \_\_\_\_\_

Sub-total \_\_\_\_\_ Sub-total \_\_\_\_\_

Shed \_\_\_\_\_ Porch/Decks \_\_\_\_\_

Storage Bldg. \_\_\_\_\_ Garage(s) \_\_\_\_\_

Are Structural Components Used?      Circle What Applies:

Trusses    I-Joist    LVL    Beams    None    Other \_\_\_\_\_

Fire Dept. \_\_\_\_\_ JB approval: \_\_\_\_\_

**PERMIT#** \_\_\_\_\_

**RECEIPT#** \_\_\_\_\_