



## TOWN OF THORNTOWN BUILDING PERMIT APPLICATION INSTRUCTIONS

---

### APPLICATION PROCEDURES:

#### **BUILDING PERMIT APPLICATION**

\* The following information must be submitted when applying for a building permit. In order to avoid misplaced information, please understand that incomplete submittals will not be accepted. A staff person will follow the checklist below to ensure you are submitting a complete application. The staff person WILL NOT perform a detailed review of your submittal at this time. Your information will be accepted for review by the Building Inspector.

- Application form
- Site Plan: (One (1) copy of the Site Plan, size minimum 8.5 x 11"
- Construction Blueprints/drawing: (One (1) copy of Construction Blueprints, floor plans, and a complete cross-section of the proposed structure, size minimum 8.5 x 11"
- All items must be completed fully
- The application must be signed by the applicant

Regulations for building in the Town of Thorntown may be found in Title XV: Land Usage/Chapter 150: Building regulation/General Provisions, Thorntown Code of Ordinances. The full text of this ordinance may be found on the website: [townofthorntown.com](http://townofthorntown.com).

\* A permit shall be obtained before beginning construction, alteration, or repair of any building or structure with a cost/value exceeding \$1000.00.

\* The provisions of this subchapter apply to the construction, alteration, repair, use, occupancy, and additions to all buildings and structure, other than industrialized building systems or mobile structures certified under IC 22-15-4, in the town.

Any person desiring to construct, alter, or repair a building or structure requiring a permit shall file with the Clerk/Treasurer a written or printed application in which shall be set forth a description of the precise location of such proposed building; the size of the building he/she proposes to build, construct, or remodel; the character or kind of material he/she proposes to use; the cost of the completed building or structure; and the use of which such building is to be put.

No building permit shall be issued unless the application for a permit is accompanied by a plat or sketch of the proposed location showing lot boundaries and plans and specifications showing work to be done. In addition, a copy of a design release, issued by the State Building Commissioner and State Fire Marshal pursuant to IC 22-15-3-1, shall be provided to the Building Inspector before issuance of a permit for construction covered by such design release.

The building rules of the State Fire Prevention and Building Safety Commission, as set out in the following titles of the State Administrative Code, see IAC 675, are hereby incorporate by reference in the Code and shall include later amendments to those articles as the same are published in the State Register of the state Administrative Code with effective dates as fixed therein: Article 13 – Building Codes; Article 14 – One and Two Family Dwelling Code; Article 16 – Plumbing Code; Article 17 – Electrical Codes; Article 18 – Mechanical Codes; Article 10- Energy Conservation Codes; and Article 20 – Swimming Pool Codes.

### **REVIEW PROCESS**

Your application will need to be reviewed for two purposes: Structural Review and Site Plan Review. You can expect a reply from the Building Inspector within 2-5 business days. The Building Inspector will review the submittal to ensure that the structure meets the applicable building codes and that the site plan complies with the applicable Zoning Control Ordinances. Any additional information or addition steps that need to be followed will be determined at this time.

## PERMIT APPROVAL/DENIAL

After review, your application approval/denial will be provided to you by the Building Inspector or the Clerk/Treasurer of the Town of Thorntown. You will be notified via phone.

\* If your application was approved, you will be notified of the fee and the time and place to pick up your permit.

\* If your application was denied because it failed Structural or Site Plan Review, or if additional information is required or other procedures needed, the Building Inspector will contact you.

## DETAILS

**Site Plan:** The plot plan does not need to be prepared by a professional but must be dimensioned accurately and drawn to scale. The plan must contain the following items:

- \* A north point
- \* The distance the proposed structure/addition is from all property lines and existing structures
- \* Location and exact dimensions of all existing and proposed structures on the site
- \* All existing road rights-of-way, building lines, drainage, and utility easements, set back information
- \* As per Ordinance 150.087 Area: No building, with its accessory building, shall occupy in excess of 40% of the area of an interior lot, nor in excess of 45% of a corner lot
- \* Sample attached

**Construction Blueprints,** floor plans, and a complete cross-section of the proposed structure need to be drawn to scale but does not need to be done by a professional.

- \* Indicate direction of floor/ceiling joist and rafters and size intended to be used
- \* If applicable, the electrical layout showing locations of GFI's and smoke alarms
- \* Provide a front view, side view and cross-section of the structure
- \* Roof drawing attached

## Energy Code Requirements

- \* Need to comply with 2020 Energy Code requirements
- \* Must provide R-values (sticker)

TOWN OF THORNTOWN  
 BUILDING PERMIT APPLICATION  
 ATTN: BUILDING DEPARTMENT OPERATOR DREW GUENTHER  
 (765) 535-3877  
[bldginspections@thorntown.in.gov](mailto:bldginspections@thorntown.in.gov)

Date of Application: \_\_\_\_\_

**For office use only:**

Permit #	Application received by:	Date
Permit Fee:	Application reviewed by:	Date
Paid by    Cash    Check    Check #		

**Identification:**

Property Owner:	Contractor:
Address:	Contractor address:
City, State, Zip:	City, State, Zip:
Phone:	Phone:
	Contractor License #:
Email:	Contractor email:

**Structure Information:**

- Remodel   
  Addition   
  Deck   
  Porch, Pergola, Gazebo   
  Accessory Structure  
 Swimming Pool   
 HVAC   
 Electrical   
 Plumbing   
 Fence   
 Demolition

**Estimated Cost of Construction:**

Electrical	Plumbing	Heating/AC	Other	Total
\$	\$	\$	\$	\$

Type of Frame:

<input type="checkbox"/> Masonry	<input type="checkbox"/> Wood	<input type="checkbox"/> Steel
----------------------------------	-------------------------------	--------------------------------

Number of bedrooms to be added: \_\_\_\_\_ Number of bathrooms to be added: \_\_\_\_\_ Full \_\_\_\_\_ Partial \_\_\_\_\_

Type of heating:     Gas     Oil     Electric     Other \_\_\_\_\_

Central Air Conditioning:     Yes     No

Energy Code Plan:     Prescriptive     Total UA     Performance

Height of Primary Structure	Square Footage of Primary Structure	Height of proposed accessory structure
-----------------------------	-------------------------------------	--

Owner Signature: \_\_\_\_\_