

Building Permit Instructions

- All Class 1 Commercial Buildings need to have the Department of Homeland Security Permit (CDR) Commercial Design Release **prior** to application.
- Property owners must apply for a permit prior to start of construction or give written consent for the builder to apply for the permit.
- A septic permit from the Health Department or public sewer tap is required **BEFORE** getting a building permit; bring approved septic permit/letter showing septic number or sewer tap receipt when applying for building permit.
- Email a digital copy or bring in a set of architectural drawings for a home or drawing for a pole barn, garage, shed, etc. The architectural drawings need to show plumbing, electrical and HVAC.
- See attached INSPECTIONS FOR NEW BUILDING sheet for more detailed information on building permits.
- Bring in a sketch of the property to show where the house/barn/ etc. will sit on the property which shows the setback measurements from the road, side and rear property lines.
- Need to know the estimated cost of the building, labor and materials.
- Pay permit fee with cash or check made payable to the Jefferson County Plan Commission; we cannot accept debit/credit cards.
- **Call to schedule an appointment:** Josh Cline, Building Inspector, 812-274-3929 or Taylor Baulac, Secretary, 812-274-3928.

Surveyor, Zoning and Planning Office

315 Jefferson Street, Annex Building

Madison, IN, 47250

Office Hours 8:00 A.M. to 4:00 P.M., Monday through Friday; closed Holidays

INSPECTIONS FOR NEW BUILDING

Applicants should call the Building Inspector for inspections before pouring footers and when the remaining items listed below are ready. The builder should notify the Building Inspector when he/she is ready for an inspection or has any questions by calling (812)-274-3929, Monday through Friday, 8 am- 4 pm. After notifying the Building Inspector, the inspector must be there within 48 hours of the builder may go ahead and cover the work. Inspections will be made on an "as needed" basis and prior to the issuance of an occupancy permit. Buildings must be started within one year and completed within three years.

Applicant should have all information necessary for the following:

1. Foundation plans for houses, mobile homes and buildings, showing location, type and material planned, and where applicable, frost line, fill elevation, crawl space, tie downs, etc.
2. Heating, plumbing and electrical plans (sizes, type of material, water heater).
3. Where septic system or well is to be installed, a Board of Health approval or sewer tap letter/receipt is required.
4. The Indiana One- and Two-Family Dwelling code shall apply to residential construction.
5. Commercial additions and new structures require release from the Indiana department of Fire Prevention and Building Services, a division of Homeland Security before the work is started including a CDR (Construction Release Design).
6. If building a home on a concrete slab with an attached garage, the garage must slope away from living quarters to a floor drain or toward the garage door.
7. If building a pole type building, holes must be at least 40 inches deep with a 4-inch solid rock or concrete in the bottom of hole and 2 bags of concrete mix surrounding the post.

Inspections: (Please call 24 hrs. in advance to schedule inspections)

1. The Building Inspector will make a minimum of three (3) regular inspections where applicable:
 - (a) Footers (Before pouring concrete. After installing rebar or for pole buildings when holes are dug and solid concrete is in place.)
 - (b) Rough In (framing, plumbing, heating, electrical)
 - (c) Final Inspection. (Must be done to receive Certificate of Occupancy)
2. Any change in plans or specifications must be approved by the Building Inspector. He may issue on-site changes (written) that must be made to comply with the Codes and give a copy to the responsible party.
3. When the construction has been completed in compliance with applicable Indiana and Jefferson County Codes, the owner of the contractor should notify the Building Inspector to schedule a final inspection. Once inspection is complete and in compliance, a Certificate of Occupancy will be granted, and the permit file will be closed.
4. The proper Building or Zoning authority may inspect any installation, alteration, addition or new construction at any reasonable time.