

Town of Jamestown

Single/Two-family Residential

Building Permit Application Packet

Contact: Administrator (317) 258-8046, dluzier@grwinc.com

This application packet is for residential building permits and includes:

- **New Single-family Home**
- **New Two-family Home (Duplex)**
- **Addition to a Single-family or Two-family Structure** - includes additions to existing homes or their accessory structures.
- **Remodel or Basement Finish**
- **Electrical Only** – includes new service, reinstatement of service, and service upgrades.
- **Accessory Structure** – includes fences, sheds, decks, garages, carports, enclosed patios, gazebos, greenhouses, stables, and other structures greater than 50sqft in area.
- **Swimming Pool** – in-ground pools and above-ground pools
- **Demolition** – the tearing down or removal of structures or partial structures on residential lots.

Submittal.

Applications may be submitted either by email, in person, or by mail. **Applications whose plans are larger than 11"x17" must be submitted entirely in electronic format (email, CD, or jump drive).**

- **Email** - Applications can be submitted electronically to dluzier@grwinc.com. The application and one copy of each of the attachments must be merged into one single pdf attachment in the order outlined on the following Submittal Checklist.
- **In Person or by Mail** - Applications may be dropped off in person or mailed to the Jamestown Town Hall, **ATTN: BUILDING PERMITS**, 421 E Main St, PO Box 165, Jamestown, IN 46147. Unless otherwise indicated, only one copy of the required attachments is needed.

Step 3: Submittal Checklist	New Home	Addition	Remodel	Electrical Only	Accessory Structure	Swimming Pool	Demolition
1. Application	✓	✓	✓	✓	✓	✓	✓
2. Proof of Sewer and Water Service	✓						
3. Driveway Permit	✓						
4. Site Plan	✓	✓			✓	✓	✓
5. Erosion Control Plan	✓					✓	
6. Energy Efficiency Certificate	✓						
7. Construction Plans	✓	✓	✓		✓	✓	
8. Notice of Demolition							✓

Submittal Details

1. Application – Fill out all applicable fields completely.
 - Parcel Number – This 10-digit identification number is required on ALL permit applications and can be found on the Boone County GIS website at www.boonecounty.in.gov. Click “GIS” on the menu at the top left of the page and then “Agree” to the disclaimer. You can do a search by address or zoom in on the parcel and obtain the detailed information.
2. Sewer/Water Permit - This is proof that proper billing accounts are set up for sewer/water service. Obtain the permit from the applicable utility provider prior to submitting building permit application and enter the permit number on the application in the space provided.
3. Driveway Permit
 - County Roads: Boone County Highway Dept, 1955 Indianapolis Avenue, Lebanon, IN 46052 (765) 482-4550
 - State Roads: State Highway Department, P.O. Box 667, Crawfordsville, IN 46933 (765) 362-3700
4. Site Plan - 11”x17” or 8.5”x11”
5. Erosion Control Plan - 11”x17” or 8.5”x11”
6. Energy Efficiency Certificate - 8.5”x11”
7. Construction Plans - floor plans and a complete cross-section of the proposed structure 11”x17” or 8.5”x11”
8. Notice of Demolition – (circulated and signed)

Permit Fees and Other Fees

Permit Fees are based on the type of permit applied for as well as the required inspections. Fees are not paid until the permit has been issued and is ready for pick up.

Failed inspections will be assessed a respective re-inspection fee and must be paid prior to the final inspection or issuance of the Certificate of Occupancy.

Questions about inspections or code requirements can be directed to the Administrator at (317) 258-8046.

New Single-family Home or New Two-family Home (Duplex) - \$450 base fee plus applicable inspections (The full fee for a standard permit is \$1,100 and includes a Certificate of Occupancy)

- Temporary Electric\$115
- Footing or Slab/Foundation\$115
- Rough-in Electric.....\$55
- Rough-in Plumbing.....\$55
- Rough-in HVAC.....\$55
- Rough-in Framing.....\$55
- Insulation\$150
- Final.....\$190

Addition, Remodel, or Basement Finish - \$250 base fee plus applicable reviews/inspections:

- Site Plan Review (additions).....\$50
- Temporary Electric\$115
- Footing or Slab/Foundation\$115
- Rough-in Electric.....\$55
- Rough-in Plumbing.....\$55
- Rough-in HVAC.....\$55
- Rough-in Framing.....\$55
- Insulation\$150
- Final.....\$190

Accessory Structures and In-ground Swimming Pools - \$100

Fence, Above-ground Swimming Pools - \$50

Electrical Only - \$55

Demolition - \$10

Permit Application

This application is being submitted for (check all that apply):

- New Home New Two-family Home
 Addition Remodel or Basement Finish
 Electric ONLY Accessory Structure
 Swimming Pool Demolition

<i>For Office Use Only</i>	
Permit Number:	_____
Permit Fee:	_____
Issued:	_____ Expires: _____

Date Application is Submitted:	Driveway Permit #:	Sewer/Water Permit #:
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Applicant and Contact Information

Name of applicant:	
Address of applicant (street, city, state, zip):	
Contact person for the permit:	
Contact phone:	Contact email:

Contractor and Contact Information

Name of contractor:	
Address of contractor (street, city, state, zip):	
Contact person:	Contact phone:

Location Information

Address of location to be improved (street, city, state, zip):		
Subdivision:	Section #:	Lot #:
Parcel number:		
TOTAL structure area or area of work (sqft):		
Living area:	Garage area:	other:
Approximate total construction cost:		

The undersigned represents that such work shall start within 90 days and will be completed without delay; that said improvements will be finished in a good workmanlike manner. Should said work not start in good faith within 90 days, the undersigned understands this application will be void and of no force or effect whatever. The above information, to my knowledge and belief, is true and correct:

Signature of Applicant: _____

Notice of Demolition

Prior to demolition, certain inspections are required relating to private wells, septic systems, and fuel tanks. The permit holder is responsible for requesting all applicable inspections. Failure to obtain all applicable inspections could result in a zoning violation.

The Town of Jamestown and the Boone County Health Department must perform an inspection prior to demolition. In order to approve the Demolition Permit, the applicant is required to sign this form and obtain the signatures of the individuals listed below. Include this completed form with all appropriate signatures when you submit your application for a Demolition Permit.

Date of Application:

Applicant and Contact Information

Name of Applicant:	
Address of Applicant:	
Contact Person for the Permit:	
Contact Phone:	Contact Mobile:
Contact Email:	

Demolition Site Information

Address of Demolition:		
Subdivision:	Section #:	Lot #:
Tax Parcel ID#:		
Type of Structure(s) to be Demolished:		

Obtain the following signatures prior to submitting your application.

1. Administrator: *Town of Jamestown* (317) 258-8046

Signature: _____

2. Representative: *Boone County Health Department, Environmental Health Division* (765) 483-4458

Signature: _____ Printed Name: _____

I assert that I am the property owner, or the authorized and lawfully appointed agent of the owner(s), that I have express authority and permission from the owner(s) (and anyone with a recorded interest or other interest in the property), to take this requested action, and that I agree to indemnify and hold harmless the Town of Jamestown from any claim, lawsuit, demand, or damages whatsoever arising out of, or as a result of this request or the actions of the Town of Jamestown regarding the same.

Signature of Applicant _____ Date: _____