



City of Huntington  
Community Development  
& Redevelopment

300 Cherry Street, Huntington, IN 46750  
Ph: (260) 356-5146 Fax: (260) 454-5211  
www.huntington.in.us

**RESIDENTIAL DWELLING ADDITION  
BUILDING PERMIT / IMPROVEMENT  
LOCATION PERMIT APPLICATION**

DATE APPLIED: \_\_\_\_\_ PERMIT NO: \_\_\_\_\_  
DATE ISSUED: \_\_\_\_\_ RECEIPT NO: \_\_\_\_\_

Department Use Only

Parcel #: \_\_\_\_\_ Township: \_\_\_\_\_  
Subdivision: \_\_\_\_\_ Section/Phase: \_\_\_\_\_ Lot #: \_\_\_\_\_ Zoning: \_\_\_\_\_

Address of Construction Activity: \_\_\_\_\_

P R O P E R T Y	O W N E R	Name: _____
		Mailing Address: _____
		City/State/Zip Code: _____ Ph: _____

**Individual / Contractor Responsible for Construction Activity:**

Building Contractor: \_\_\_\_\_  
Name Address Phone  
Concrete Contractor: \_\_\_\_\_  
Name Address Phone  
Electrical Contractor: \_\_\_\_\_  
Name Address Phone  
Plumbing Contractor: \_\_\_\_\_  
Name Address Phone

Type: ☐ Bedroom (No. \_\_\_\_\_) ☐ Bathroom ☐ Kitchen ☐ Family/Living Room ☐ Dining Room ☐ 4-Season Room  
☐ Attic Storage/Dormers ☐ Utility/Mud Room ☐ Attached Garage ☐ Other \_\_\_\_\_

Intended Use: \_\_\_\_\_ Foundation: ☐ Basement ☐ Slab ☐ Crawlspace ( 1 2 3 ) ☐ Post Hole

Construction: ☐ Wood Frame ☐ Steel ☐ Masonry ☐ Pole Dimensions: \_\_\_\_\_' - \_\_\_\_\_" X \_\_\_\_\_' - \_\_\_\_\_"

Height of Structure: \_\_\_\_\_' - \_\_\_\_\_" (at tallest point) Roof: ☐ Truss ☐ Rafter Roof Pitch: \_\_\_\_\_/12

Sq. Footage: Basement \_\_\_\_\_ 1st Fl \_\_\_\_\_ 2nd Fl \_\_\_\_\_ 3rd Fl \_\_\_\_\_ Att. Garage \_\_\_\_\_ Covered Porch \_\_\_\_\_

Any Electrical: ☐ Yes (separate permit required) ☐ No Any Plumbing: ☐ Yes (separate permit required) ☐ No

Any Decks Larger (than 3' x 3'): ☐ Yes (separate permit required) ☐ No

Est. Cost of Construction: \$ \_\_\_\_\_ Est. Date of Completion: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

*I hereby certify that I have the authority to make the foregoing application; that the application and accompanying plans/documentation are correct; and that the Department is hereby authorized to enter the premises to perform required inspections; and that any structure will not be used or occupied until a Certificate of Occupancy has been issued. I further acknowledge that the violation of applicable codes and ordinances may result in the assessment of fines and penalties.*

Applicant Signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_

Department Use Only

**Permit Fee**

Permit Fee: \$ \_\_\_\_\_  
Other: \_\_\_\_\_ \$ \_\_\_\_\_  
Total Fees: \$ \_\_\_\_\_

Approved by:

Department Representative

Date

Comments/Conditions: \_\_\_\_\_

**THE FOLLOWING INFORMATION, IF APPLICABLE, MUST BE SUBMITTED WITH THE BUILDING/IMPROVEMENT LOCATION PERMIT APPLICATION:**

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1. Site plan of the property showing:
  - a. All property lines and dimensions
  - b. All streets, alleys, and other rights-of-ways adjacent to the site
  - c. The location of all recorded easements
  - d. The location of all utility lines (overhead and underground)
  - e. The location of all County Regulated Legal Drains (both open ditches and tiles)
  - f. All parking areas designated for off-street parking
  - g. All existing and proposed structures
  - h. The setbacks of all existing and proposed structures
  - i. The height, width, and depth of proposed structures
2. Detailed floor plans of the proposed addition.
3. Residential Dwelling Addition Cross Section sheet (if over 200 Sq. Ft. in size)
4. For any property serviced by a septic system, residential addition permit applications for bedroom additions must be accompanied by written verification from the Huntington County Department of Health, verifying that the existing septic system is capable of such addition. The Department of Health is located in the Courthouse Annex at 354 N. Jefferson Street; (260) 358-4831.

**PLEASE NOTE THE FOLLOWING REQUIREMENTS WHICH MAY APPLY:**

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1. Setbacks must be maintained from all property lines; you may need to join two or more parcels prior to permit approval.
2. Construction must be at least 10' from any water well or component of a septic system.
3. Other permits may be required for the following: Electrical permit, Plumbing permit, Accessory structure permit, Fence permit.
4. Electrical permits may only be obtained by an electrician licensed by Huntington County, or the deeded owner if residing at the home.
5. Plumbing permits may only be obtained by a state licensed plumbing contractor, or the deeded owner if residing at the home.

**IMPORTANT INSPECTION INFORMATION**

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1. Inspections may be scheduled by calling the Department at (260) 356-5146 during normal business hours 8:00 am - 4:30 pm Monday through Friday (except holidays). The Department does **NOT** accept inspection requests by email, fax, or voicemail. You do not need to speak to an inspector to schedule an inspection, any member of the staff can assist you in scheduling.
2. Concrete inspections (footer, post hole, foundation, basement walls and slab) require a minimum of 4-hours notice. All other inspections require a minimum of 24-hours notice.
3. Failure to call for a required inspection will result in the assessment of fines/penalties. You may also be required to undo already completed work so that code compliance may be verified by the inspector.
4. If an inspection is failed/denied by the inspector, a re-inspection fee may be assessed and you will be required to schedule a new inspection appointment.
5. Payment of any fines/penalties/re-inspection fees must be paid to the Department prior to any other inspections being scheduled. Payment is required by cash or check only. The inspectors do not and can not accept payment of these assessed fees.
6. The following inspections (when required as marked on your yellow inspection card) are due at the following stages of construction:
  - a. Footer/Post Holes: Before pouring concrete or setting posts
  - b. Foundation/Crawlspace: Walls complete, anchor bolts in place, foundation wall insulated, sump pit installed & accessible, approved vapor barrier, and ventilation (if crawlspace)
  - c. Basement Walls: Once forms and reinforcement are in place and prior to the placement of concrete
  - d. Under Slab Plumbing: Before plumbing is covered, leave all piping exposed
  - e. Slab: Prior to pouring concrete
  - f. Slab, Garage: Prior to pouring concrete
  - g. Electrical, Rough: Before enclosing walls with wall board, insulation, or covering; and before any electrical wiring or connections
  - h. Plumbing, Rough: Before enclosing walls with wall board or insulation
  - i. Framing: Before enclosing walls with wall board, insulating, or installing siding or soffit but after installing fire-blocking
  - j. Final: Prior to occupying or utilizing the structure
  - k. Other: Please consult with the Inspector or Department as to the specific requirements of this inspection

**THE ISSUANCE OF A PERMIT SHALL NOT AUTHORIZE THE VIOLATION OF ANY PROVISION OF THE BUILDING CODE, ELECTRICAL CODE, PLUMBING CODE, ZONING CODE, OR ANY OTHER APPLICABLE CODE OR REGULATION.**

## Residential Dwelling Addition Cross Section

Instructions: Fill in all sections relevant with the exact information that applies to your projects and submit with your permit.

Address: \_\_\_\_\_

### A. Roof System

Pitch: \_\_\_\_/12 (ex. 4/12 or 6/12)

Roof type: \_\_\_\_ Gable \_\_\_\_ Hip \_\_\_\_ Shed \_\_\_\_ Other: \_\_\_\_\_

Covering: \_\_\_\_ Shingles \_\_\_\_ Metal \_\_\_\_ Other: \_\_\_\_\_

Truss or rafter spacing O.C.: \_\_\_\_

Trusses installed: \_\_\_\_ Yes \_\_\_\_ No (if no, answer the following)

Rafter size: \_\_\_\_ X \_\_\_\_

Ridge board size: \_\_\_\_ X \_\_\_\_

Ceiling joist size: \_\_\_\_ X \_\_\_\_

Ceiling joist span: \_\_\_\_

\*Ice shield is required from eaves edge to at least 24" inside exterior wall line

### B. Walls

Stud framing size: \_\_\_\_ X \_\_\_\_ (ex: 2x4 or 2x6)

Stud spacing O.C.: \_\_\_\_

Exterior wall sheathing (describe) \_\_\_\_\_

Exterior wall covering: \_\_\_\_ Vinyl siding \_\_\_\_ Aluminum Siding  
\_\_\_\_ Brick \_\_\_\_ Other: \_\_\_\_\_

### C. Floor System

Joist type: \_\_\_\_ Dimensional lumber \_\_\_\_ I-Joist

Joist size: \_\_\_\_ X \_\_\_\_

Joist spacing O.C.: \_\_\_\_

Joist span: \_\_\_\_

Beams used: \_\_\_\_ Yes (type: \_\_\_\_\_) \_\_\_\_ No

### D. Foundation

Type (check all that apply):

\_\_\_\_ Slab on grade (minimum 3.5" thick slab required with vapor barrier)

\_\_\_\_ Crawlspace # \_\_\_\_ (3 options available, see back of this sheet)

\_\_\_\_ Basement - Wall height: \_\_\_\_ Wall thickness: \_\_\_\_

Anchor bolts:

Length (min. 10"): \_\_\_\_

Spacing O.C.: \_\_\_\_ (slab & crawlspace: every 6' and within 12" of ends/splices)

Spacing O.C.: \_\_\_\_ (basement: determined by the amount of unbalanced backfill)

### E. Basement Walls (if applicable)

Basement to be finished: \_\_\_\_ Yes \_\_\_\_ No

Insulation: \_\_\_\_ Basement walls (\_\_\_\_ Inside or \_\_\_\_ Outside)  
\_\_\_\_ Basement Ceiling

Plumbing to be installed:

\_\_\_\_ Sump pump

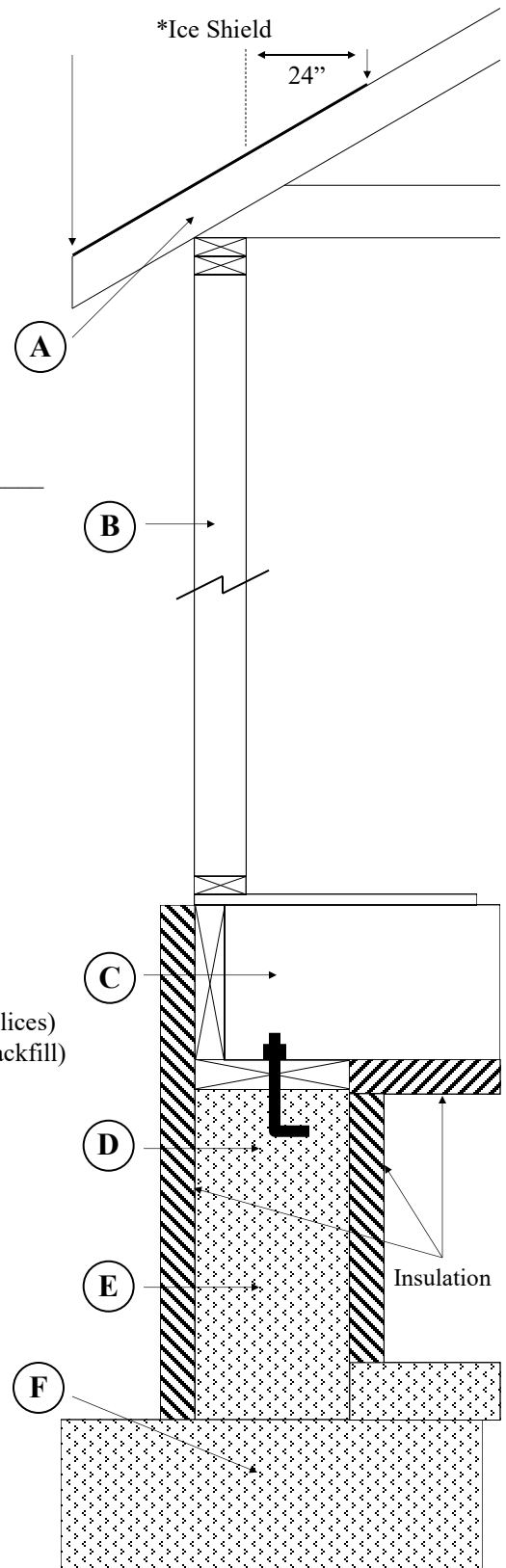
\_\_\_\_ Sewage ejection pump (if yes, number of plumbing fixtures: \_\_\_\_)

Basement bedrooms (now or in the future): \_\_\_\_ Yes (# \_\_\_\_ ) \_\_\_\_ No \_\_\_\_

### F. Footings

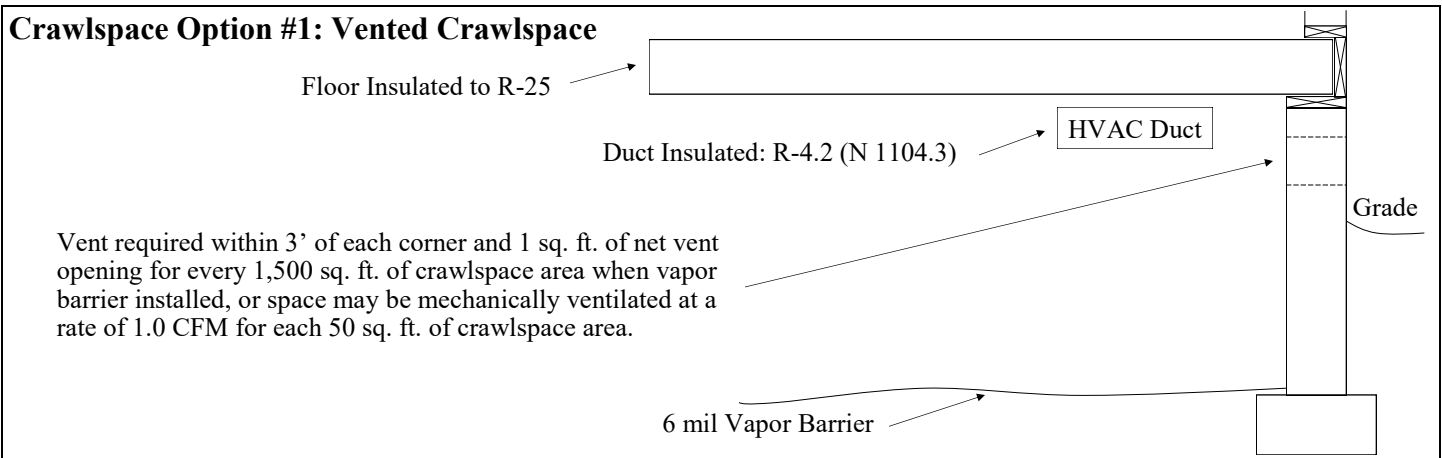
Type: \_\_\_\_ Trenched \_\_\_\_ Spread

Depth: \_\_\_\_ (minimum 36" below undisturbed grade) / Width: \_\_\_\_

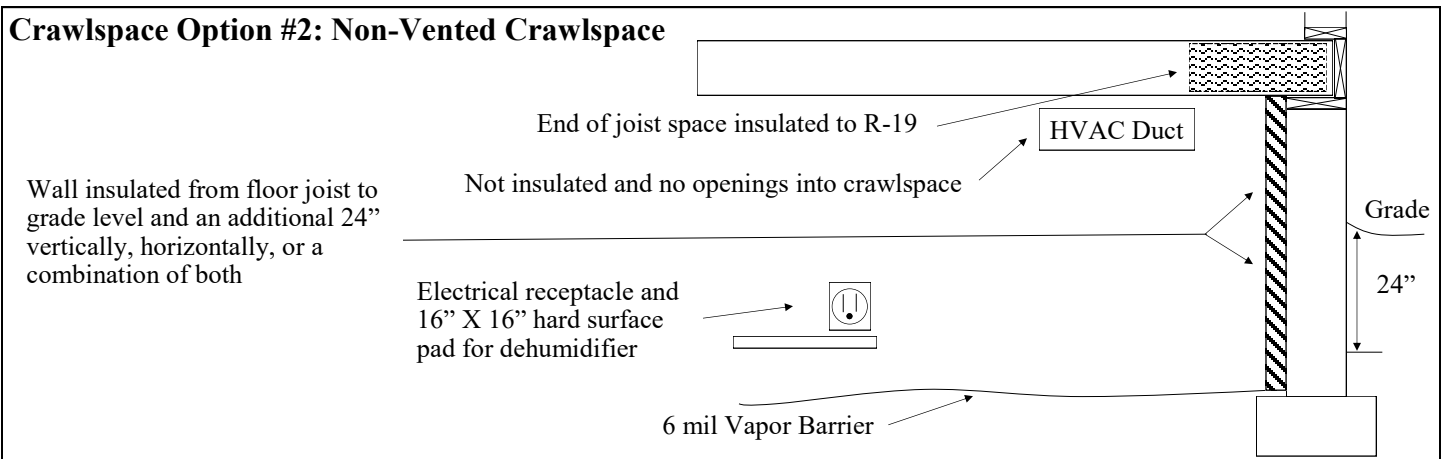


## Approved Crawlspace Options

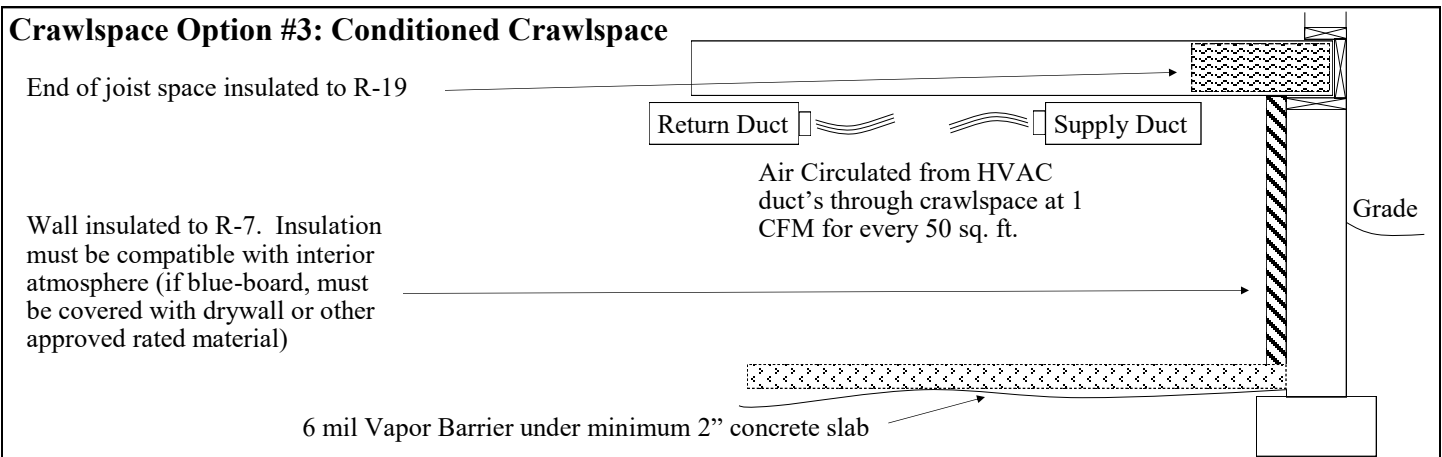
### Crawlspace Option #1: Vented Crawlspace



### Crawlspace Option #2: Non-Vented Crawlspace



### Crawlspace Option #3: Conditioned Crawlspace



*\*All options require that crawlspace floor (gravel or concrete) be sloped to the required sump pit*