



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 ACCESSORY STRUCTURE BUILDING PERMIT / IMPROVEMENT LOCATION PERMIT APPLICATION

DATE APPLIED: _____ PERMIT NO: _____
DATE ISSUED: _____ RECEIPT NO: _____

<i>Department Use Only</i>						
Parcel #: _____	Township: _____					
Subdivision: _____	Section/Phase: _____ Lot #: _____ Zoning: _____					
Address of Construction Activity: _____						
P R O P E R T Y	<table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 10%; text-align: center; vertical-align: middle; font-weight: bold;">O W N E R</td><td style="padding: 5px;">Name: _____</td></tr> <tr><td style="padding: 5px;">Mailing Address: _____</td></tr> <tr><td style="padding: 5px;">City/State/Zip Code: _____</td><td style="padding: 5px;">Ph: _____</td></tr> </table>	O W N E R	Name: _____	Mailing Address: _____	City/State/Zip Code: _____	Ph: _____
O W N E R	Name: _____					
Mailing Address: _____						
City/State/Zip Code: _____	Ph: _____					
Individual / Contractor Responsible for Construction Activity:						
Building Contractor: _____ <small style="display: flex; justify-content: space-between; width: 100%;">Name Address Phone</small>						
Concrete Contractor: _____ <small style="display: flex; justify-content: space-between; width: 100%;">Name Address Phone</small>						
Electrical Contractor: _____ <small style="display: flex; justify-content: space-between; width: 100%;">Name Address Phone</small>						
Plumbing Contractor: _____ <small style="display: flex; justify-content: space-between; width: 100%;">Name Address Phone</small>						
Type: <input type="checkbox"/> Detached Garage <input type="checkbox"/> Pole Barn/Agricultural Building <input type="checkbox"/> Shed/Yard Barn <input type="checkbox"/> Carport <input type="checkbox"/> Gazebo/Pergola <input type="checkbox"/> Other: _____ <input type="checkbox"/> Addition to existing accessory structure: _____						
Foundation: <input type="checkbox"/> Footings (minimum 36" frost depth) <input type="checkbox"/> Monolithic Footing (under 721 sq. ft) <input type="checkbox"/> Post Hole (42" depth with 6" stone, concrete, etc.) <input type="checkbox"/> Skids (under 200 sq. ft. or over 200 sq. ft. if anchored)						
Construction: <input type="checkbox"/> Wood Frame <input type="checkbox"/> Steel <input type="checkbox"/> Masonry <input type="checkbox"/> Pole	Square Footage: 1st Floor: _____ 2nd Floor: _____					
Dimensions: _____' - _____" X _____' - _____"	Height of Structure: _____' - _____" (at tallest point)					
Intended Use: _____	Any Decks (larger than 3' x 3'): <input type="checkbox"/> Yes (separate permit required) <input type="checkbox"/> No					
Any Electrical: <input type="checkbox"/> Yes (separate permit required) <input type="checkbox"/> No	Any Plumbing: <input type="checkbox"/> Yes (separate permit required) <input type="checkbox"/> No					
Est. Cost of Construction: \$ _____	Est. Date of Completion: _____ / _____ / _____					
<i>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.</i>						
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;"></td> <td style="text-align: right; vertical-align: top;"> <i>Department Use Only</i> Permit Fee Permit Fee: \$ _____ Other: \$ _____ Total Fees: \$ _____ </td> </tr> </table>			<i>Department Use Only</i> Permit Fee Permit Fee: \$ _____ Other: \$ _____ Total Fees: \$ _____			
	<i>Department Use Only</i> Permit Fee Permit Fee: \$ _____ Other: \$ _____ Total Fees: \$ _____					
_____ Applicant Signature	_____ Printed Name					
_____ Date						

Approved by:

Department Representative

Date

Comments/Conditions: _____

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

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 if the accessory structure is to have interior partition walls or restrooms.
3. Submittal of Residential Accessory Structure Cross Section sheet or Pole Building Cross Section sheet, unless the structure is under 200 sq. ft.

PLEASE NOTE THE FOLLOWING REQUIREMENTS WHICH MAY APPLY:

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, Fence permit.
4. Electrical permits may only be obtained by an electrician licensed in Huntington Co., 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.
6. If not utilizing an existing driveway, all new accessory structures which require access onto a new or existing public road way are required to submit a copy of the approved drive cut permit from the appropriate agency having jurisdiction.

INSPECTION INFORMATION

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 with 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. Under Slab Plumbing: Before plumbing is covered, leave all piping exposed
 - c. Slab: Prior to pouring concrete
 - d. Slab, Garage: Prior to pouring concrete
 - e. Electrical, Rough: Before enclosing walls with wall board, insulation, or covering; and before any electrical wiring or connections
 - f. Plumbing, Rough: Before enclosing walls with wall board or insulation
 - g. Framing: Before enclosing walls with wall board, insulating, or installing siding or soffit but after installing fire-blocking
 - h. Final: Prior to occupying or utilizing the structure
 - i. 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.