



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 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;">O W N E R</td><td style="padding: 5px;">Name: _____</td></tr> <tr><td></td><td style="padding: 5px;">Mailing Address: _____</td></tr> <tr><td></td><td style="padding: 5px;">City/State/Zip Code: _____ 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"/> Single-Family <input type="checkbox"/> Two-Family <input type="checkbox"/> Multi-Family	Foundation: <input type="checkbox"/> Basement <input type="checkbox"/> Slab <input type="checkbox"/> Crawlspace (1 2 3 4) <input type="checkbox"/> Pole										
Classification: <input type="checkbox"/> Stick-built <input type="checkbox"/> Modular <input type="checkbox"/> Manufactured (<input type="checkbox"/> Singlewide <input type="checkbox"/> Doublewide Year _____)											
Construction: <input type="checkbox"/> Wood Frame <input type="checkbox"/> Steel <input type="checkbox"/> Masonry <input type="checkbox"/> Pole	Total Sq. Footage (per dwelling unit): _____										
Sq. Footage: Basement _____ 1st Fl _____ 2nd Fl _____ 3rd Fl _____ Att. Garage _____ Covered Porch _____											
Height of Structure: _____' - _____" (at tallest point)	Number of Bedrooms: _____ (per dwelling unit)										
Energy Code Compliance Method: <input type="checkbox"/> Performance (Third party testing required) <input type="checkbox"/> Prescriptive (Energy Certificate Required)											
Finished Basement: <input type="checkbox"/> Yes <input type="checkbox"/> No	Garage: <input type="checkbox"/> Attached <input type="checkbox"/> Detached (separate permit required) <input type="checkbox"/> None										
Any Decks (larger than 3' x 3'): <input type="checkbox"/> Yes (separate permit required) <input type="checkbox"/> No	New Address Required: <input type="checkbox"/> Yes <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 colspan="2" style="text-align: center;"><i>Department Use Only</i></td></tr> <tr><td colspan="2" style="text-align: center;">Permit Fee</td></tr> <tr><td style="width: 70%;">Permit Fee:</td><td style="text-align: right;">\$ _____</td></tr> <tr><td>Other: _____</td><td style="text-align: right;">\$ _____</td></tr> <tr><td>Total Fees:</td><td style="text-align: right;">\$ _____</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 (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/ blueprints of the proposed dwelling (all floors), including the basement.
3. When installing a mobile, manufactured, or modular home, a copy of the foundation specifications and a copy of the installer's state license must be provided.
4. Water & Sewer Permit Information:
 - a. For municipal water or sewer service, new residential dwelling permit applications must be accompanied by a copy of the approved water and sewer tap permits from the City of Huntington - Engineering Department: 300 Cherry Street, Huntington; (260) 356-1400
 - b. For private well or septic systems, new residential dwelling permit applications must be accompanied by a copy of the approved well and septic permits from the Huntington County Department of Health. The Department of Health is located in the Courthouse Annex at 354 N. Jefferson Street; (260) 358-4831.
5. New residential dwellings which require access onto a new or existing public roadway are required to submit a copy of the approved drive cut permit from the appropriate agency below having jurisdiction.
 - a. City of Huntington - Engineering Department: 300 Cherry Street, Huntington; (260) 356-1400
 - b. Huntington County - Highway Department: 1601 Riverside Drive, Huntington; (260) 358-4881
 - c. Indiana Department of Transportation - Fort Wayne Office: 5333 Hatfield Road, Fort Wayne; (260) 484-9541
6. New residential dwellings are required to have a valid address assigned by the Department for emergency service/dispatch purposes. If a new address is required, the exact and final location of the proposed driveway must be clearly flagged/marked in order for a new address to be accurately determined. In addition, a copy of the approved drive cut permit (when required) must be submitted when requesting address assignment.

PLEASE NOTE THE FOLLOWING REQUIREMENTS WHICH MAY APPLY:

1. Only one primary structure (dwelling) is allowed per parcel of record.
2. Setbacks must be maintained from all property lines; you may need to join two or more parcels prior to permit approval.
3. Construction must be at least 10' from any water well or component of a septic system.
4. Other permits may be required for the following: Electrical permit, Plumbing permit, Accessory structure permit, Fence permit.
5. Electrical permits may only be obtained by an electrician licensed by Huntington County.
6. Plumbing permits may only be obtained by a state licensed plumbing contractor.

IMPORTANT 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 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.

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.