



City of Huntington
Community Development
& Redevelopment

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

**DECK, DECK ROOF & RAMP
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 Information:

Building Contractor: _____
Name Address Phone
Electrical Contractor: _____
Name Address Phone
Plumbing Contractor: _____
Name Address Phone

Structure Classification: Commercial Single-Family Two-Family Multi-Family Accessory Structure

In Conjunction w/Building Permit: Yes No **Type of Work:** New Construction Addition/Alteration Reconstruction

Type of Deck: Attached Deck Detached Deck Handicap Ramp
 Deck with Roof Roof Only (existing deck) 3 Season Room (enclosing existing deck)

Foundation: Postholes (36" min) Floating/pier blocks **Type of Floor:** Wood Composite Decking

Number of Levels: _____ **Floor Height:** _____ (at highest level measured from grade) **Stairs:** Yes No

Dimensions: _____' - _____" X _____' - _____" **Square Footage:** _____

Any Electrical: Yes (separate permit required) No **Any Plumbing:** 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.

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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. If the deck has more than one level, detailed floor plans of the proposed deck are required.
3. Submission of Deck Cross Section sheet.

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, 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

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. Electrical, Rough: Before enclosing walls with wall board, insulation, or covering; and before any electrical wiring or connections
 - c. Framing: Before covering any of the joists with floor boards
 - d. Final: Once the project is complete, after the decking and railings have been installed
 - e. 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.

Deck Cross Section

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

Address: _____

