



City of Huntington  
Community Development  
& Redevelopment

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

## PLUMBING 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 Plumbing Activity: \_\_\_\_\_

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

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

Plumbing Contractor: \_\_\_\_\_  
Name Address Phone

**Permit Obtained by:**     Property Owner (must be deeded owner and currently reside at the property)  
                                    State of Indiana Licensed Plumber - License No. PC \_\_\_\_\_ (proof of valid license required)

**In Conjunction w/Building Permit:**     Yes     No            **Underslab Plumbing:**     Yes     No

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

**Type of Work:**     New Construction     Addition     Remodel or Alteration

**Number of Traps to be Installed:** \_\_\_\_\_    **No. of Drainage Fixture Units (d.f.u.) to be Installed:** \_\_\_\_\_

**Scope of Work:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**About Plumbing Inspections:** All underslab plumbing must remain fully exposed until it has passed inspection. Covering underslab plumbing prior to an approved inspection will result in the inspection being denied. As a result, all work/covering will be required to be removed/uncovered and a reinspection fee will be assessed. Failure to call for inspections will result in the assessment of a missed inspection fee. All fines/penalty fees must be paid in the Department before any additional inspections will be scheduled/approved.

<p><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></p>	<p><u>Department Use Only</u></p> <p><b>Permit Fee</b></p>
_____	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. Plumber: Proof of valid State of Indiana Plumbing Contractor License must be provided.

or

2. Owner: Proof of residency and ownership (applies to owner occupied residential dwellings only).

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

---

1. 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. Plumbing, Rough: Before enclosing walls with wall board or insulation
  - b. Final: Prior to occupying or utilizing the structure. A final plumbing inspection on new structures or remodeling work will be completed when the final inspection is requested for the entire project.
  - c. 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.**