



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;">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: _____										
<b>Individual / Contractor Responsible for Construction Activity:</b>											
Building Contractor: _____	Name _____ Address _____ Phone _____										
Concrete Contractor: _____	Name _____ Address _____ Phone _____										
Electrical Contractor: _____	Name _____ Address _____ Phone _____										
Plumbing Contractor: _____	Name _____ Address _____ Phone _____										
<b>Type:</b> <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: _____											
<b>Foundation:</b> <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)											
<b>Construction:</b> <input type="checkbox"/> Wood Frame <input type="checkbox"/> Steel <input type="checkbox"/> Masonry <input type="checkbox"/> Pole	<b>Square Footage:</b> 1st Floor: _____ 2nd Floor: _____										
<b>Dimensions:</b> _____' - _____" X _____' - _____"	<b>Height of Structure:</b> _____' - _____" (at tallest point)										
<b>Intended Use:</b> _____	<b>Any Decks</b> (larger than 3' x 3'): <input type="checkbox"/> Yes (separate permit required) <input type="checkbox"/> No										
<b>Any Electrical:</b> <input type="checkbox"/> Yes (separate permit required) <input type="checkbox"/> No	<b>Any Plumbing:</b> <input type="checkbox"/> Yes (separate permit required) <input type="checkbox"/> No										
<b>Est. Cost of Construction:</b> \$ _____	<b>Est. Date of Completion:</b> _____ / _____ / _____										
<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: right;"><i>Department Use Only</i></td></tr> <tr><td colspan="2" style="text-align: right;"><b>Permit Fee</b></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><b>Total Fees:</b></td><td style="text-align: right;"><b>\$ _____</b></td></tr> </table>	<i>Department Use Only</i>		<b>Permit Fee</b>		Permit Fee:	\$ _____	Other:	\$ _____	<b>Total Fees:</b>	<b>\$ _____</b>
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Permit Fee:	\$ _____										
Other:	\$ _____										
<b>Total Fees:</b>	<b>\$ _____</b>										
_____ Applicant Signature	_____ Printed Name										
_____ Date	_____ Date										

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 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:**

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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, 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**

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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 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.**

# Stick Frame Cross Section

(Post Frame other side →)

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

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

**If the Structure is under 200 Sq. Ft. a cross section is not required**

**General Information**

Building size: \_\_\_\_ Length X \_\_\_\_ Width

Building height: \_\_\_\_ (at peak)

**A. Climate Control**

Building heated: \_\_\_\_ Yes \_\_\_\_ No

\*(if yes, ice shield is required from eaves edge to at least 24" inside exterior wall line)

**B. Roof System**

Type: \_\_\_\_ Trusses \_\_\_\_ Rafters

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

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

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

Gutters & downspouts: \_\_\_\_ Yes \_\_\_\_ No

**C. Walls**

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

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

Interior walls to be finished: \_\_\_\_ Yes \_\_\_\_ No

Exterior wall covering: \_\_\_\_ Metal \_\_\_\_ Vinyl \_\_\_\_ Wood \_\_\_\_ Other: \_\_\_\_\_

**D. Floor**

Type: \_\_\_\_ Slab \_\_\_\_ Gravel \_\_\_\_ Both

Thickness: \_\_\_\_"

Vapor Barrier: \_\_\_\_ Yes (required if heated) \_\_\_\_ No

Floor drains: \_\_\_\_ Yes \_\_\_\_ No

**E. Stem Wall/Curtain Wall**

Height: \_\_\_\_

Width: \_\_\_\_ (6" minimum)

Anchor bolt length: \_\_\_\_ (10" minimum)

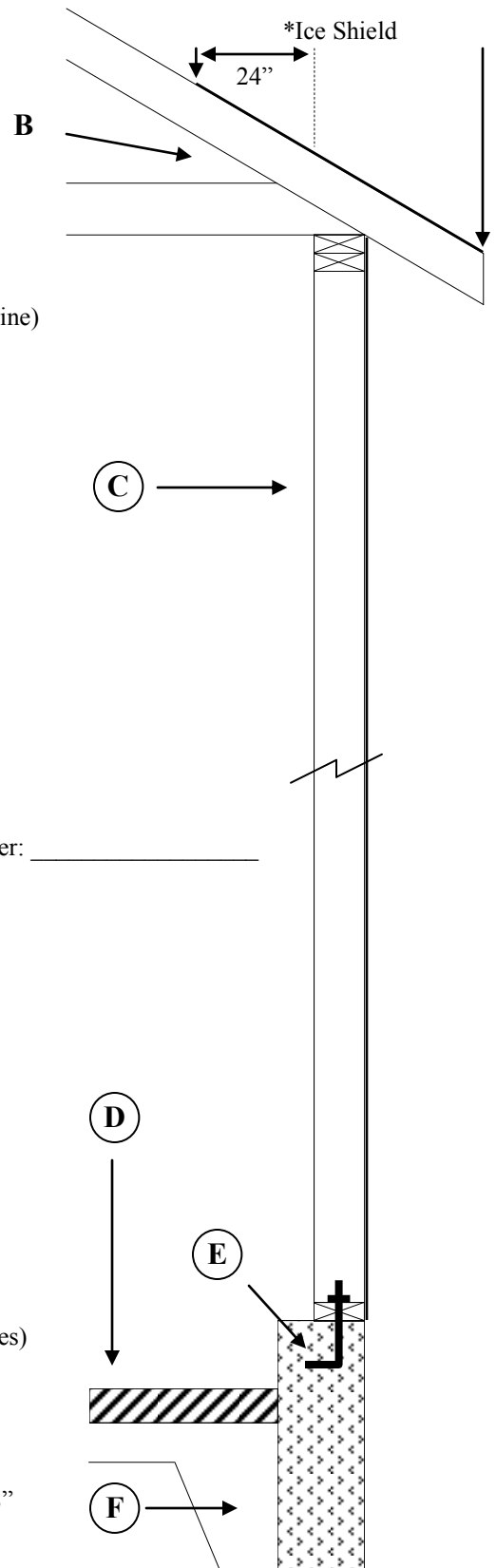
Anchor bolt spacing O.C.: \_\_\_\_ (minimum every 6' and within 12" of ends/splices)

**F. Footings**

\_\_\_\_ Trench/Spread - Depth: \_\_\_\_ Width: \_\_\_\_

\_\_\_\_ Monolithic (must be under 721 Sq. Ft.): \_\_\_\_ 12" X 12" \_\_\_\_ 8" X 18"

\_\_\_\_ Skids (over 200 Sq. Ft. must be anchored)



# Post Frame Cross Section

(Stick Frame other side →)

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

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

**General Information**

Building size: \_\_\_\_ Length X \_\_\_\_ Width  
 Building height: \_\_\_\_ (at peak)  
 Building heated: \_\_\_\_ Yes \_\_\_\_ No

**A. Roof System**

Type: \_\_\_\_ Trusses \_\_\_\_ Rafters  
 Size: \_\_\_\_ X \_\_\_\_ (ex: 2x8 or 2x12)  
 Span: \_\_\_\_  
 Pitch: \_\_\_\_/12 (ex. 4/12 or 6/12)  
 Truss or rafter spacing O.C.: \_\_\_\_  
 Covering: \_\_\_\_ Shingles \_\_\_\_ Metal \_\_\_\_ Other: \_\_\_\_\_

**B. Header** (dimensional lumber at top of posts and around perimeter)

Size: \_\_\_\_ X \_\_\_\_ (ex: 2x8 or 2x12)  
 Span: \_\_\_\_

**C. Posts**

Type: \_\_\_\_ Glulam \_\_\_\_ Nail Laminated  
 \_\_\_\_ Perma-Column \_\_\_\_ Solid Sawn  
 Size: \_\_\_\_ 4x6 \_\_\_\_ 6x6 \_\_\_\_ 8x8 \_\_\_\_ Triple 2x6  
 Spacing O.C.: \_\_\_\_ Eaves \_\_\_\_ Gable Ends

**D. Walls**

Type: \_\_\_\_ Metal \_\_\_\_ Vinyl  
 \_\_\_\_ Wood \_\_\_\_ Other: \_\_\_\_\_  
 Interior walls framed: \_\_\_\_ No \_\_\_\_ Yes, use: \_\_\_\_\_

**E. Floor**

Type: \_\_\_\_ Slab \_\_\_\_ Gravel \_\_\_\_ Both  
 Thickness: \_\_\_\_"  
 Vapor Barrier: \_\_\_\_ Yes (required if heated) \_\_\_\_ No

**F. Footings**

Type: \_\_\_\_ Post Holes - Depth: \_\_\_\_ (42" minimum with 6" base prior to setting post)  
 \_\_\_\_ Trench/Spread - Depth: \_\_\_\_ Width: \_\_\_\_

