

BROWN COUNTY BUILDING PERMIT INFORMATION

This information Bulletin is made available to assist you in preparing for submitting a Building Permit and Plans. For information on current submittal standards, please call the Building Department at 1 (812)-988-5490, Monday-Friday 8AM-4PM.

WHEN IS A BUILDING PERMIT NEEDED?

In Brown County, a person, firm, or corporation cannot erect, construct, alter, or repair any building or structure without first obtaining a building permit.

EXEMPT WORK-PLEASE NOTE: SEPARATE PLUMBING, ELECTRICAL AND MECHANICAL PERMITS MAY BE REQUIRED FOR EXEMPTED ITEMS. CHECK WITH THE BUILDING INSPECTION DEPARTMENT BEFORE STARTING STARTING CONSTRUCTION.

A building permit is *NOT* required for the following:

- One story detached accessory buildings used for lawn and garden tools, playhouses, and the shelter of livestock, grain, hay, or poultry, **provided the floor area does not exceed 120 square feet.**
- Retaining walls, fences
- Painting, papering and similar interior finish work.
- Re-roofing of single family dwellings and noncommercial, detached accessory structures.
- Siding of structures, window and door replacement, gutters, painting, and similar interior work
- Replacement of existing gas or electric water heaters.

APPLICATION INFORMATION

A permit application must be submitted for all projects. The Brown County Building Department requires that every permit applicant supply specific information and certain declarations regarding the proposed work. Please read and follow the directions that pertain to your particular permit application.

The owners, licensed contractor, or authorized representative can apply for a permit. The Plan Commission staff or Building Inspector will fill out the building permit.

The following describes each section of the permit application form:

Project Information: The application must provide the address, legal description, existing use of the building or property, and description of work to be done.

Applicant: This is the name of the person presenting the application to the department.

Property owner and address: This is the name of the actual property owner and the property owner's mailing address.

Contractors: **All contractors shall obtain a Brown County Contractor's License annually as required by Ordinance 12-17-90-A.** Contractor's License number shall be provided upon issuance of building permit.

PLANS MUST BE SUBMITTED

Two identical sets of plans are required for all residential buildings. All plans should include all of the items listed on the following pages which apply to your particular project. Plans and specifications must be drawn to scale on substantial paper and must indicate location, nature, and extent of the work proposed, and show in detail that it will conform to the adopted Indiana Building Code. The recommended scale for plans other than the Site Plan is 1/4" = 1'. For the Site Plan, the recommended scale is 1" = 20', but any other scale can be used that will adequately show the lot and buildings on the property.

If the project is an addition or remodel, be sure to clearly label all existing structures and all proposed construction. All proposed construction must show that they are in conformance with the Indiana Building Code.

IF THE PLANS NEED CORRECTIONS

The Building Inspection Department reviews plan to ensure they comply with local and State laws. The Department may require that the plans be corrected and resubmitted prior to issuance of the building permit.

FEES

Residences	\$125 + \$.07 per sq ft
Duplexes	\$250 + \$.07 per sq ft
Additions, Remodeling	\$65 + \$.07 per sq ft
Accessory Structures	\$50
Swimming Pools	\$65 above ground - \$125 in ground
Electric Upgrade	\$35

Commercial:

New Structures	\$250 + \$.07 per sq ft
Remodeling, Addition Public Buildings	\$125 + \$.07 per sq ft
Wireless Comm. Fac (without a Special Exception)	\$190
Other (water tower, underground storage tank etc.)	\$190

Utilities:

South Central REMC:	1 (812) 264-7362
Jackson Co REMC:	1 (812) 288-4458
Duke Energy:	1 (812) 521-2232
Brown County Water:	1 (812) 988-6611
Town of Nashville:	1 (812) 988-7064
SW Bartholomew Water	1(812) 342-4421
Eastern Monroe Water Corp. (Belmont Area)	1(812) 335-8499
Indiana Natural Gas Corp.	1(812) 988-2512

ITEMS NEEDED BEFORE A BUILDING PERMIT IS ISSUED

Other Brown County departments or other outside agencies may need to review your plans before a permit can be issued. The Building Department staff will inform you what additional approvals you may need.

1) Proof of Ownership: This shows certain ownership.

- (a) Copy of the **recorded warranty deed** which can be obtained from the Recorder's Office. 1 (812)-988-5462
- (b) Copy of the **property card** (parcel info) which can be obtained from the Assessor's Office. 1(812)-988-5466
- (c) Notarized documentation for approval from property owner(s) if buying land on contract.

2) Site Plan: This plan shows general layout of the lot. It must show: (Sample Site Plan Attached)

- (a) Lot dimensions, septic location (if any), distances from the house to the property lines, additions, driveways, and all accessory structures;
- (b) Distance from the curb to the property line, all easements, alleys, names of streets, north arrow, and scale;
- (c) Legal description of the property including subdivision name, if applicable.

3) Zoning and Flood Plain Compliance: You will need approval from the Planning Department if the property is located in a flood plain, geologic hazard area. Your structure must meet all setback and offset requirements on the property. 1 (812)-988-5490

4) Health Department Approval: Building permits for new homes, bedroom additions, or additional plumbing will not be issued until the application provides written documentation from the Brown County Health Department of Environmental Health that the existing or proposed septic system is adequate. For information call the Brown County Health Department at 812-988-2255.

5) Driveway Permit: For new residential or commercial construction, a driveway permit is required for County, State or the Town of Nashville public maintained streets or roads. Obtain the driveway permit from the Brown County Highway Department., The Indiana Department of Transportation or the Town of Nashville before you apply for a building permit. A driveway permit is not required for privately maintained roads or existing driveways for residential additions or accessory structures.

Brown County Highway Department: 1 (812) 988-4545

Town of Nashville: 1 (812) 988-7064

Indiana Dept. of Transportation: Columbus: 1 (812) 372-7837

Bloomington: 1 (812) 332-1411

Seymour: 1 (812) 522-5649

RESIDENTIAL BUILDING PLAN REQUIREMENTS

Foundation: Foundation plans must include the following information

- (a) Location of continuous foundations;
- (b) Size and depth of footings;
- (c) Thickness of concrete slabs;
- (d) Location of crawl space access and foundation vents;
- (e) Size of stem walls;
- (f) Perimeter Drain @ Backfill Material;
- (g) Water Proofing.

Floor Plan: Floor plans must show the following:

- (a) Exterior dimensions;
- (b) Interior dimensions;
- (c) Use of all rooms;
- (d) Plumbing fixtures and material;
- (e) Location and type of heating and air-conditioning;
- (f) Location of smoke detectors;
- (g) Electrical service size and location;
- (h) For additions to existing buildings, show proposed rooms and all adjoining rooms.
- (i) Size, spacing of floor joists and girders.

Wall Section: This is a drawing or view of each wall. The drawing must include:

- (a) Doors, windows and other openings;
- (b) Vertical dimensions;
- (c) Exterior finishes, interior finishes;
- (d) Header size @ doors, windows;
- (e) Framing & Spacing;
- (f) Insulation type & "R" Value.

Roof Plan: The roof plan should include drawings of the following:

- (a) Hips, valleys, ridges, rafters/truss slope;
- (b) Framing at roof area, size & spacing;
- (c) For additions to existing buildings, show location of bearing walls and slope of roof in existing buildings.
- (d) Complete roofing specifications; roofing, decking material;
- (e) Insulation type & "R" value;
- (f) Ventilation Details.

REQUIRED INSPECTIONS

The following describes the “FOUR” Inspections required by Brown County for all Building Permits issued.

It is the responsibility of the permit holder to call for inspections at the proper time.

**Failure to call for inspections may result in the denial of an Occupancy Permit
for the dwelling, or a stop work order being issued.**

All inspections require **Two** business days or 48 hours notice by the permit holder.

All inspections will be completed within **Two** business days after notification.

To schedule inspections, Please call 1 (812) -988-5490
between the hours of 8:00 A.M .and 4:00 P.M. Monday through Friday.

- (a) *Setback Inspection:* This inspection ensures that the lot/parcel is properly marked and that building Setbacks conform to County and Town requirements. This inspection is usually performed in conjunction with the footing inspection, unless the lot/parcel is less than 2 acres in size, then stake out the building before footing is dug.
- (b) *Trench & Footing Inspection:* This inspection ensures that the footings are installed in compliance With the Indiana One and Two Family Dwelling Codes. This inspection is conducted when the trench is dug, but before the footing is poured. Holes for pole barns are considered to be a footing and should be inspected as such.
- (c) *Rough-In Inspection:* This inspection ensures that the dwelling is properly framed and closed to weather. Also, all electrical, plumbing, slab plumbing, and mechanical fixtures are properly installed and visible for inspection before insulation and interior finishing is completed.
- (d) *Final Inspection:* This inspection ensures that the residence/building has been fully completed in compliance with the Brown County Building Ordinance and all applicable State & Federal Building Codes. All culverts, driveway, septic systems, and drainage improvements must be completed and in working condition before this inspection is performed. No residences/structures shall not be occupied until a Certificate of Occupancy has been issued by the Building Commissioner of Brown County of Indiana.

SAMPLE SITE PLAN

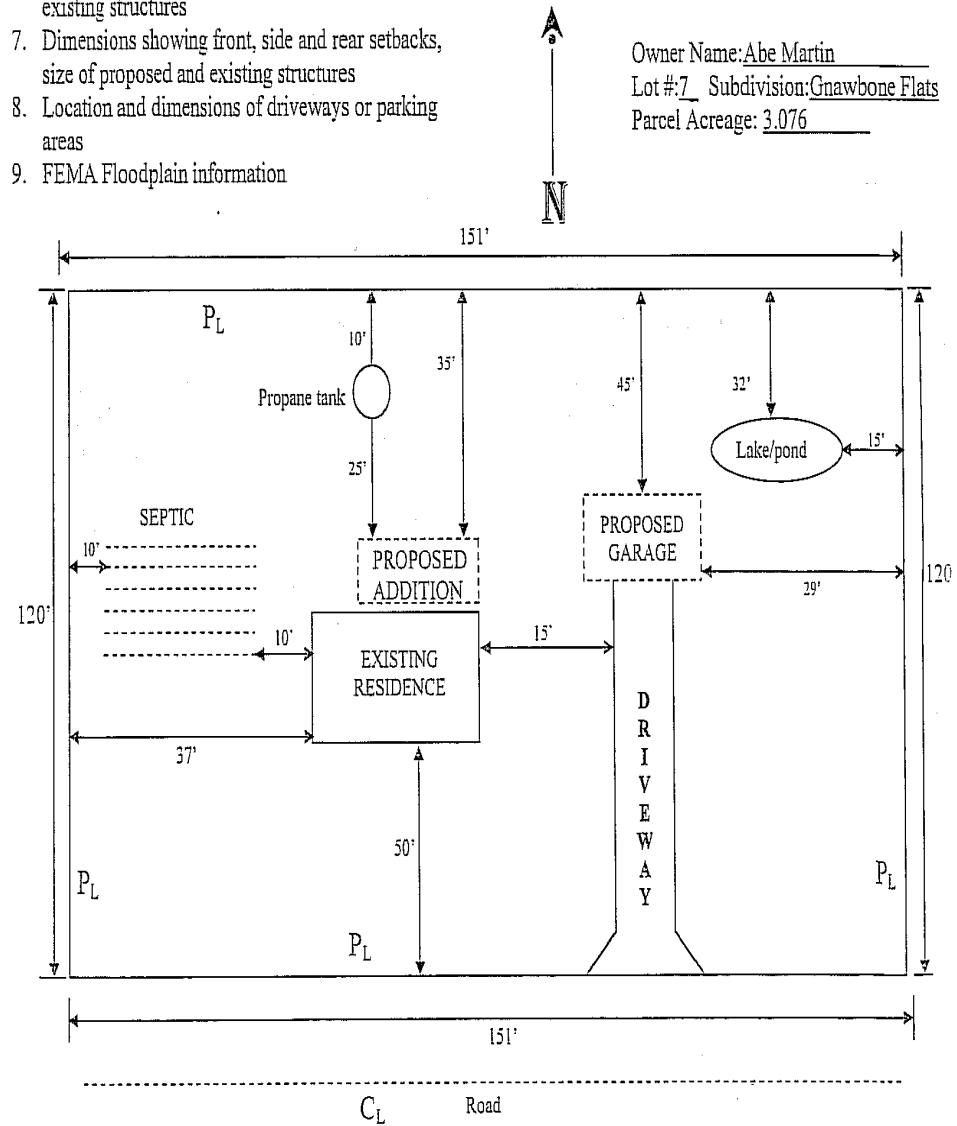
Brown County Plan Commission/Building Department
P.O. Box 401 201 Locust Lane
Nashville, IN 47448
Phone No. (812) 988-5490, Fax No. (812)988-5488

WHAT DOES A SITE PLAN SHOW?

1. Address
2. Septic or Sewer
3. Scale, legend, and North Arrow
4. Property line dimensions, lot number/sub name, average, plus easements
5. Driveway location / adjacent streets or County roads
6. Identification of work to be done including existing structures
7. Dimensions showing front, side and rear setbacks, size of proposed and existing structures
8. Location and dimensions of driveways or parking areas
9. FEMA Floodplain information

LEGEND
P_L = PROPERTY LINE
C_L = CENTER LINE
1" = 50'

Owner Name: Abe Martin
Lot #: 7 Subdivision: Gnawbone Flats
Parcel Acreage: 3.076



STREET/ROAD NAME: _____

