TOWN OF PITTSBORO RESIDENTIAL BUILDING PROCEDURES

FAILURE TO COMPLY WITH THE TOWN OF PITTSBORO'S BUILDING PROCEDURES COULD RESULT IN PENALTIES.

- 1. Submit a hard copy to the Building Commissioner, Steve Maple, at the Pittsboro Town Hall and submit a digital copy to sdmaple@townofpittsboro.org.
 - a. plot plan
 - b. blue prints
 - c. erosion control plan
 - d. preliminary "as designed" energy approval form
 - e. truss drawings with the floor and truss layout page and the engineer's stamp (unless stick built)
 - f. completed application
- 2. Allow five (5) business days to review the items listed under the above procedure (item #1), if everything is in order, the building permit will be issued and notification will be made to the General Contractor listed on the application.
- 3. Payment is to be made at the Pittsboro Town Hall at 80 N. Meridian St., at which time you will be given the permit.
- 4. The building permit must be placed in a location on the building site that is visible from the street and shall remain in place during the entire period of construction, otherwise, the building permit becomes void per the Indiana Code (IC).
- 5. Any changes or deviations made from the original application, must be submitted to the building department and a new permit may be required.
- 6. A temporary construction entrance must be installed in conjunction with the initial grading.
- 7. Trash and debris containments are required for each lot under construction, burying or burning trash or debris on construction site is strictly prohibited.
- 8. Restroom facility (port-a-pot) or equivalent shall be placed within every four hundred feet (400) of each lot under construction.
- 9. For all building inspections email 24 hours in advance at inspections@townofpittsboro.org.
 - a. Footing needs to be inspected before it is poured
 - b. Foundation needs to be inspected before it is poured
 - c. Slab I Plumbing
 - d. Slab II Foundation visqueen, pea gravel and styrofoam
 - e. Rough-in structural HVAC, plumbing and electrical all needs to be inspected before the insulation is put in. NOTE: If there is a fireplace, it will be inspected at this time.
 - f. Energy insulation needs inspected before drywall is installed
 - g. Sewer needs to be inspected before it is covered over the fill
 - h. Water
 - i. Sump pump drains- have to be inspected as it is attached to the storm drain or were it is day lighted
 - j. Driveway and sidewalks need to be inspected before they are poured
 - k. FINAL includes landscaping. This is when the Certificate of Occupancy (C of O) is issued.

COMMERCIAL / INSTITUTIONAL BUILDING PERMIT APPLICATION

TOWN OF PITTSBORO

Permit & Inspections Fee:

P.O. Box 185 80 N. Meridian St. Pittsboro, IN 46167 (317) 892-3326

For New Structures, Additions, Remodels, Tenant Finishes and **Accessory Structures**

PERMIT NUMBER:

NOTE: This permit application will not be considered complete and review will not begin until a copy of the State of Indiana Construction Design Release (CDR) is submitted. If a CDR is not required, write a statement to that effect and provide the					
specific date and specific r	ease (CDR) is submitted. eviewer that said a CDR i	n a CD.	ired or cite the sp	ecific exemption that states	a CDR is not required.
Builder	Name:			Phone:	Fax:
	Address:				
	Email:			Preferred Method of Contact:	
Property Owner	Name:			Phone:	Fax:
	Address:				
	Email:			Preferred Method of Contact:	
Project Location & Information	Project or Tenant:				
Intormation	Address:				
	Parcel Number:			Zoning:	Flood Zone(s):
	Type of Improvement: ☐ New Structure ☐ Addition ☐ Remodel ☐ Tenant Finish ☐ Accessory Structure				
	Plan Commission / BZA / TAC Date or Docket (if applicable):			Estimated Cost of Construction:	Square Footage:
10	Number of Floors:	Elevato	or:	Fire Protection System Type:	Foundation Type:
State of Indiana CDR	CDR Number:	Release	e Date:	Construction Type:	Occupancy Class:
	Scope of Release: ☐ FD☐ MECH ☐ PL		()	□ ARCH □ ELEC □ Other	Type of Release:
Class I structure permits are subject to the General Administrative Rules of the State of Indiana (see 675 IAC 12) regarding expiration of time frames for beginning and completing construction.					
use of land or structures of the Zoning Ordinance of submitted to the Planning kitchen, bath, and floor dr	hat any construction, recorrequested by this application the Town of Pittsboro, and g & Building Department	nstruction on will co I all Acts : for appro anitary se	a, enlargement, relomply with, and co amendatory theretoval, prior to the o wer collection syst	ocation, or alteration of a stronger to, all applicable law to. I understand that all chatchange being completed. I em. I further certify that the	s of the State of Indiana, inges to the plans will be further certify that only
Signature of Owner/Author	orized Agent	Print			Date
Office Use Only					
Approved By:				Date:	
Permit & Inspections Fee:	!	Paid:	Yes / No	Other Fee:	