



INSTRUCTIONS FOR OBTAINING TOWN OF FORTVILLE IMPROVEMENT LOCATION PERMIT AND BUILDING PERMIT FOR NON-RESIDENTIAL CONSTRUCTION

Preliminary Consultations: *See Contact Information on page 2*

1. Contact the Town's Planning & Building Department to determine the zoning restrictions, development standards, and building codes that are applicable to your project.
2. Contact the County Surveyor's Office to determine whether your project is subject to regulations concerning flood plain, erosion control, and/or surface drainage.
3. Contact the County Health Department to determine whether your project will require installation of a new or improved septic system.
4. Contact the Vernon Township Fire Department to determine whether your project will comply with fire prevention codes.
5. Contact the State Department of Homeland Security to determine whether your project will require a state construction design release form.

Site Plan – Submittal Requirements – Three (3) Sets:

The site plan must be prepared according to a boundary survey conforming with the Minimum Standards for Competent Practice of Land Surveying administered by the Indiana State Board of Registration for Land Surveyors (865 IAC 1-12) and drawn at a scale of 1:20 to 1:40. The following items must be clearly and completely shown on the plan.

1. Certification and seal of a licensed land surveyor or civil engineer.
2. Location, dimensions, and nature of the site.
3. Location and dimensions of existing or proposed improvements to the property.
4. Existing and proposed access to adjacent streets.
5. Existing and proposed uses of all land and structures.
6. Location and type of sewer system, water system, and drainage facilities.
7. Legal description of the property.
8. Existing and proposed ground level elevations of the following:
 - a. Corners of the lot.
 - b. Corners of the septic field area.
 - c. Corners of the proposed structures.
 - d. Center line of road, street, or highway at front of corners of lot.
 - e. Invert of 8-inch drainage tile.
 - f. Intersection of property line and right-of-way lines.
 - g. All other locations that would provide a complete understanding of existing and proposed conditions.
9. Flood plain information.
10. Building-line setbacks (typically shown on a recorded plat).
11. Existing and proposed front, side, and rear setbacks for all structures.
12. Drainage and utility easements and drainage tile.
13. Location and width of all easements.
14. Erosion and Sediment Control measures including the following construction entrance or temporary driveway, lot stabilization-silt fence or equivalent, curb or yard inlet protection,

pond protection, street protection, seeding (permanent and temporary) undisturbed area marked, stockpile area marked and protected, and responsible person and contact phone number. There is a fee that applies to this section.

15. Other information as may be required by the Planning & Building Director.

Construction Plans - Submittal Requirements – Three (3) Sets:

1. Depiction of the following: foundation plan, typical wall section, floor plans, and building elevations.
2. Engineer's stamp if using manufactured trusses.

Additional Submittal Requirements – Three (3) Sets:

1. Application for improvement location permit and building permit.
2. Landscape plan designed, prepared, and sealed by a registered landscape architect.
3. Copy of septic permit receipt from the County Health Department or proof of payment of water and sewer tap fees from the utility provider.
4. Copy of an approved Indiana Department of Homeland Security (IDHS) construction design release form.
5. Warranty deed.

Please Note:

1. Improvement location permit and building permit are valid for twelve (12) months following date of issuance.
2. Permits are issued Monday through Friday with a minimum five (5) business day turn-around time.
3. A separate permit will be required for any proposed signage.

Contact Information: *all phone numbers use 317 area code*

County Board of Health: 111 American Legion Place, Ste. 150, Greenfield. Phone: 477-1125

Vernon Twp. Fire Department: Mark Elder, 600 Vitality Drive, Fortville. Phone: 850-7132

County Surveyor's Office: 111 American Legion Place, Ste. 171, Greenfield. Phone: 477-1150

Indiana Department of Homeland Security: Phone: 232-6422

Indiana Department of Transportation: Phone: 462-7751

8/7/20