

**Building Permit/Application
Improvement Location Permit/Application**

Town of Winona Lake
Office of the Building Commissioner
1310 Park Ave.
Winona Lake, IN 46590
Phone (574) 267-5341 Fax 267-4793

Permit No. _____
Date Applied _____
Date Issued _____
Receipt No. _____

1. Location of construction activity:

Address _____ Zoning _____

Is building site located in zone A area on the FEMA flood insurance rate map (FIRM)? ___ Yes ___ No

Legal Description: _____

2. Owner of premises of construction activity:

Name _____

Address _____

Phone _____

3. Nature of Work: (Check all boxes that apply)

- | | |
|--|---|
| <input type="checkbox"/> New Accessory Structure
(shed, pool, garage, etc.) | <input type="checkbox"/> New Manufactured
or Mobile Home |
| <input type="checkbox"/> New Site Built Home | <input type="checkbox"/> Addition to Existing Structure |
| <input type="checkbox"/> Reconstruction of Existing Structure (or portion of) | |
| <input type="checkbox"/> Roof alteration | <input type="checkbox"/> Installation of Plumbing lines |
| <i>Electrical:</i> <input type="checkbox"/> Upgrade/Relocation | <input type="checkbox"/> New Service |
| <input type="checkbox"/> Branch Circuits | <input type="checkbox"/> Complete new electrical installation |

Power Company: _____

4. Foundation Type:

- Post Holes Slab Basement Skids Crawl Space

5. Type of Construction:

- Masonry Pole Wood Frame Steel Other _____

6. Indicate type of structure: (new home, garage, deck, kitchen, family room, etc.)

7. Dimensions of building/addition: _____

8. Square feet of building or addition: _____

9. Number of stories: _____ . **Height of structure:** _____

10. Individual/Building Contractor responsible for construction:

-Building Contractor: _____
 Name Address Phone

-Electrical Contractor: _____
 Name Address Phone

-Plumbing Contractor: _____
 Name Address Phone

-Excavator Contractor: _____
 Name Address Phone

11. Estimated cost of construction: \$ _____ Date of Completion: _____

I hereby certify that I have the authority to make the foregoing application; that the application and accompanying site plan/floor plan are correct; that the Building Commissioner and/or designated inspector is hereby authorized to enter the premises to complete required inspections; and that any structure will not be used or occupied in any manner until a Certificate of Occupancy, if required has been issued.

Permit Fee: _____

 Signature Date

Approved by: _____ Date: _____

Comments: _____

The following information, if applicable, must be submitted with the building permit application:

- A. Site plan of the property showing:
 - All property line dimensions
 - Streets, alleys, and other rights-of way
 - Existing and proposed structures
 - Setbacks of existing and proposed structures
 - Height, width and depth of proposed structures
 - Location of legal drains or open ditches
 - Parking areas, including parking space layout and dimensions
- B. When installing a new mobile, manufactured, or modular home, please provide a copy of the foundation specifications
- C. Legal description of the property
- D. If the construction activity requires plan review by the office of the State Building Commissioner, a copy of the design release, along with a full set of State stamped building plans, must be submitted
- E. Prior to obtaining a building permit for a new residential, commercial, industrial, or institutional building, the following permits shall be obtained:
 - Driveway cut permit
 - Sewer tap permit
 - Street cut permit

The Building Commissioner shall endeavor to review, and make a determination on, all applications within twenty-four (24) hours of filing. The review period may extend beyond twenty-four (24) hours where circumstances require additional review.

The issuance of a permit shall not authorize the violation of any provision of the building code, electrical code, plumbing code, or any other applicable code or regulation.