

Town of Jamestown

Single/Two-family Residential

Building Permit Application Packet

Contact: Pamela Leibowitz (765) 676-6331, JamestownInspections@JamestownIN.com

This application packet is for residential building permits, including:

- **New Single-family Home**
- **New Two-family Home (Duplex)**
- **Addition to a Single-family or Two-family Structure** - includes additions to existing homes.
- **Remodel or Basement Finish** – includes remodeling, structural modifications, electrical work, plumbing, HVAC, roofs, windows, siding, etc.
- **Electrical Only** – includes new service, reinstatement of service, and service upgrades.
- **Accessory Structure** – includes fences, sheds, decks, garages, carports, enclosed patios, gazebos, greenhouses, stables, as well as any other types structures greater than 50sqft in area. Also includes modifications or additions to existing accessory structures.
- **Swimming Pool** – in-ground pools and above-ground pools
- **Demolition** – the tearing down or removal of structures or partial structures on residential lots.

Submittal.

If you have any questions about the application or what to submit, please feel free to contact Pamela Leibowitz at (765) 676-6331.

Applications may be submitted either by email, in person, or by mail. **Applications whose plans are larger than 11"x17" must be submitted entirely in electronic format (email, CD, or jump drive).**

- **Email** - Applications can be submitted electronically to JamestownInspections@JamestownIN.com. The application and one copy of each of the attachments must be merged into one single pdf attachment in the order outlined on the following Submittal Checklist.
- **In Person or by Mail** - Applications may be dropped off in person or mailed to the Jamestown Town Hall, **ATTN: BUILDING PERMITS**, 421 E Main St, PO Box 165, Jamestown, IN 46147. Unless otherwise indicated, only one copy of the required attachments is needed.

| Step 3: Submittal Checklist | New Home | Addition | Remodel | Electrical Only | Accessory Structure | Swimming Pool | Demolition |
|------------------------------------|-----------------|-----------------|----------------|------------------------|----------------------------|----------------------|-------------------|
| 1. Application | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| 2. Site Plan | ✓ | ✓ | | | ✓ | ✓ | ✓ |
| 3. Recorded Deed | ✓ | ✓ | | | ✓ | ✓ | ✓ |
| 4. Erosion Control Plan | ✓ | | | | | ✓ | |
| 5. Energy Efficiency Certificate | ✓ | | | | | | |
| 6. Construction Plans | ✓ | ✓ | ✓ | | ✓ | ✓ | |
| 7. Notice of Demolition | | | | | | | ✓ |

Submittal Details

1. Application – Fill out all applicable fields completely.
 - Parcel Number – This 10-digit identification number is required on ALL permit applications and can be found on the Boone County GIS website at www.boonecounty.in.gov. Click “GIS” on the menu at the top left of the page and then “Agree” to the disclaimer. You can do a search by address or zoom in on the parcel and obtain the detailed information.
2. Site Plan – A copy of the site plan drawn to scale showing the items below (see sample drawing). For a **new home**, the site plan needs to be prepared by a registered professional surveyor and will need to show utility mains and lateral connections, drainage, and spot elevations.
 - All property lines and streets
 - The location and size of all existing and proposed structures
 - The distance from each structure to the property lines and distance to the road
 - The location of existing and proposed driveways
 - The location of all drainage, utility, and roadway easements on the property
 - An arrow indicating NORTH
3. Recorded Deed – A copy of the recorded deed for the property with the Recorder’s Stamp, available from the Boone County Recorder’s Office (765) 482-3070.
4. Erosion Control Plan – A plan showing the measures to prevent erosion, contain sediment control, and drainage.
5. Energy Efficiency Certificate
6. Construction Plans – Building plans drawn to scale, including (see sample drawings):
 - Elevations (front, back, and sides)
 - Wall section
 - Foundation plan
 - Floor plan
 - Mechanical, Plumbing, or Electrical drawings if applicable
 - Truss calculations with a registered Indiana Architect’s or Engineer’s seal if applicable
7. Notice of Demolition – Before submitting an application, contact the Boone Health Department and the Jamestown Utility Department to discuss septic/well/utility discontinuation that may be a part of your plans for demolition.

Permit Fees and Other Fees

Permit Fees are based on the type of permit applied for as well as the required inspections. Fees are not paid until the permit has been issued and is ready for pick up.

Failed inspections will be assessed a respective re-inspection fee and must be paid prior to the final inspection or issuance of the Certificate of Occupancy.

Questions about inspections or code requirements can be directed to the Administrator at (765) 676-6331.

New Single-family Home or New Two-family Home (Duplex) - \$450 base fee plus applicable inspections
(The full fee for a standard permit is \$1,100 and includes a Certificate of Occupancy)

- Temporary Electric \$115
- Footing or Slab/Foundation \$115
- Rough-in Electric \$55
- Rough-in Plumbing \$55
- Rough-in HVAC \$55
- Rough-in Framing \$55
- Insulation \$150
- Final \$190

Addition, Remodel, or Basement Finish - \$250 base fee plus applicable reviews/inspections:

- Site Plan Review (additions)..... \$50
- Temporary Electric \$115
- Footing or Slab/Foundation \$115
- Rough-in Electric \$55
- Rough-in Plumbing \$55
- Rough-in HVAC \$55
- Rough-in Framing \$55
- Insulation \$150
- Final \$190

Accessory Structures (decks, in-ground pools, sheds, patio covers, etc.) - \$100

Fences, Above-ground Swimming Pools - \$50

Electrical Only - \$55

Demolition - \$10

Permit Application

This application is being submitted for (check all that apply):

- New Home New Two-family Home
 Addition Swimming Pool
 Electric ONLY Accessory Structure
 Remodel or Basement Finish Roof Windows Siding Demolition Other _____

| | |
|----------------------------|----------------------|
| <i>For Office Use Only</i> | |
| Permit Number: | _____ |
| Permit Fee: | _____ |
| Issued: | _____ Expires: _____ |

| | | |
|--------------------------------|----------------------------------|-----------------------------|
| Date Application is Submitted: | Is sewer/water service required? | Is a new driveway required? |
|--------------------------------|----------------------------------|-----------------------------|

Applicant and Contact Information

| | |
|--|----------------|
| Name of applicant: | |
| Address of applicant (street, city, state, zip): | |
| Contact person for the permit: | |
| Contact phone: | Contact email: |

Contractor and Contact Information

| | |
|---|----------------|
| Name of contractor: | |
| Address of contractor (street, city, state, zip): | |
| Contact person: | Contact phone: |

Location Information

| | | |
|--|--------------|--------|
| Address of location to be improved (street, city, state, zip): | | |
| Subdivision: | Lot #: | |
| 10-digit Parcel number: | | |
| TOTAL structure area or area of work (sqft): | | |
| Living area: | Garage area: | other: |
| Approximate total construction cost: | | |

The undersigned represents that such work shall start within 90 days and will be completed without delay; that said improvements will be finished in a good workmanlike manner. Should said work not start in good faith within 90 days, the undersigned understands this application will be void and of no force or effect whatever. The above information, to my knowledge and belief, is true and correct:

Signature of Applicant: _____

Notice of Demolition

Prior to demolition, certain inspections are required relating to private wells, septic systems, and fuel tanks. The permit holder is responsible for requesting all applicable inspections. Failure to obtain all applicable inspections could result in a zoning violation.

The Town of Jamestown and the Boone County Health Department must perform an inspection prior to demolition. In order to approve the Demolition Permit, the applicant is required to sign this form and obtain the signatures of the individuals listed below. Include this completed form with all appropriate signatures when you submit your application for a Demolition Permit.

Date of Application:

Applicant and Contact Information

| | |
|--------------------------------|-----------------|
| Name of Applicant: | |
| Address of Applicant: | |
| Contact Person for the Permit: | |
| Contact Phone: | Contact Mobile: |
| Contact Email: | |

Demolition Site Information

| | | |
|--|------------|--------|
| Address of Demolition: | | |
| Subdivision: | Section #: | Lot #: |
| Tax Parcel ID#: | | |
| Type of Structure(s) to be Demolished: | | |

Discuss your demolition project and obtain signatures prior to submitting your application.

1. Jamestown Utilities: *Town of Jamestown* (765) 676-6331

Signature: _____ Printed Name: _____

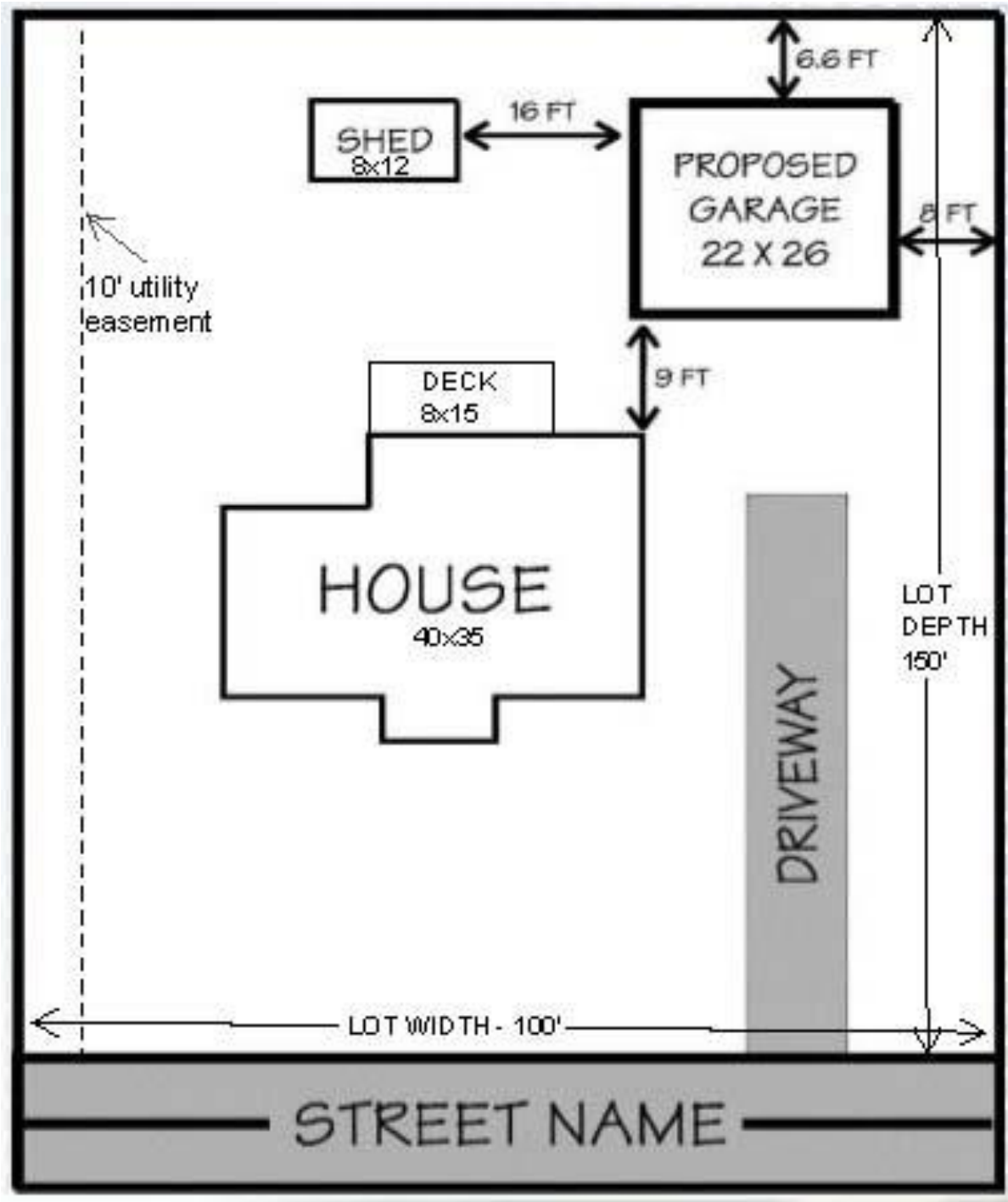
2. Representative: *Boone County Health Department, Environmental Health Division* (765) 483-4458

Signature: _____ Printed Name: _____

I assert that I am the property owner, or the authorized and lawfully appointed agent of the owner(s), that I have express authority and permission from the owner(s) (and anyone with a recorded interest or other interest in the property), to take this requested action, and that I agree to indemnify and hold harmless the Town of Jamestown from any claim, lawsuit, demand, or damages whatsoever arising out of, or as a result of this request or the actions of the Town of Jamestown regarding the same.

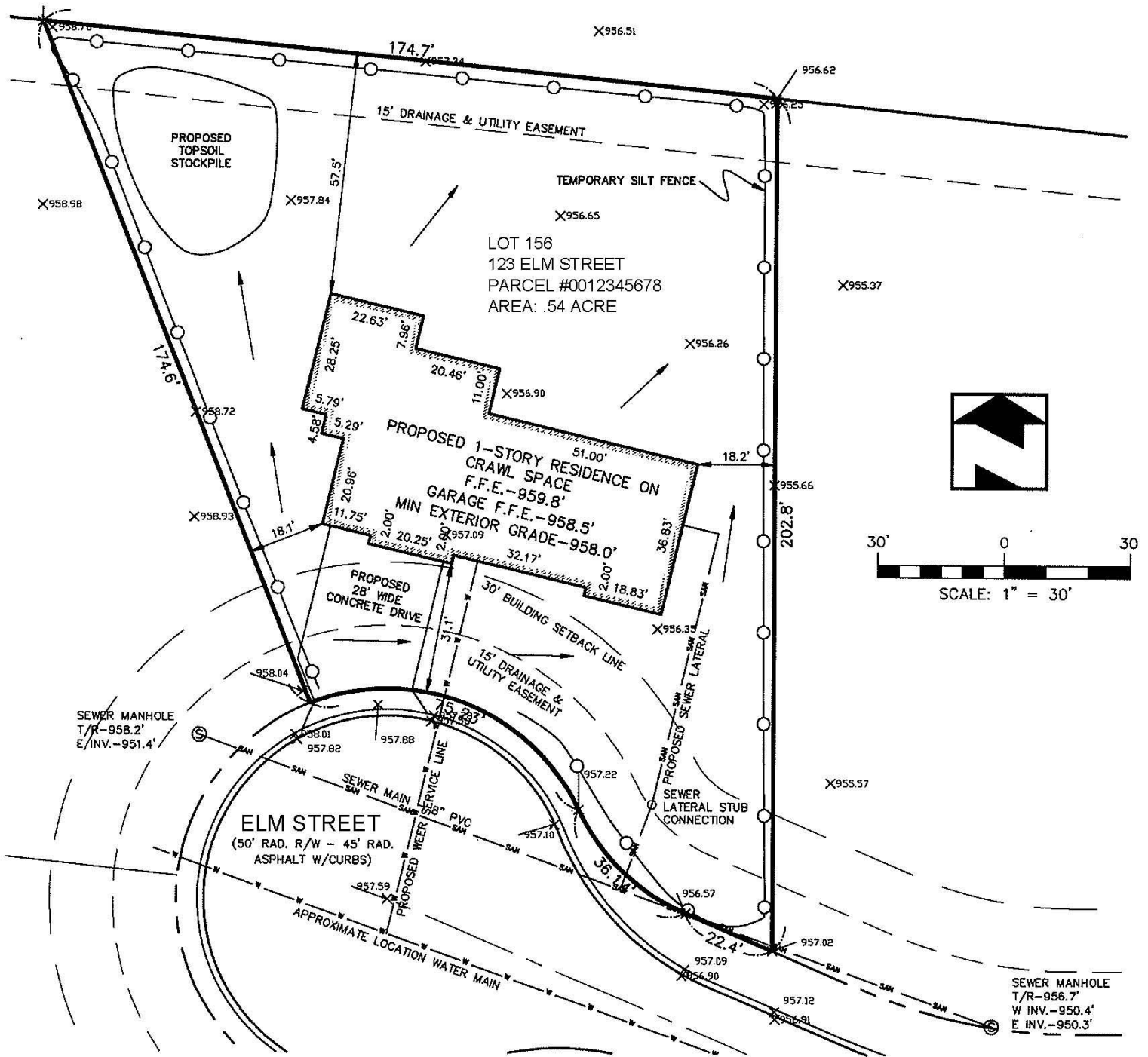
Signature of Applicant _____ Date: _____

Sample Site Plan for Accessory Structures, Additions, and Pools

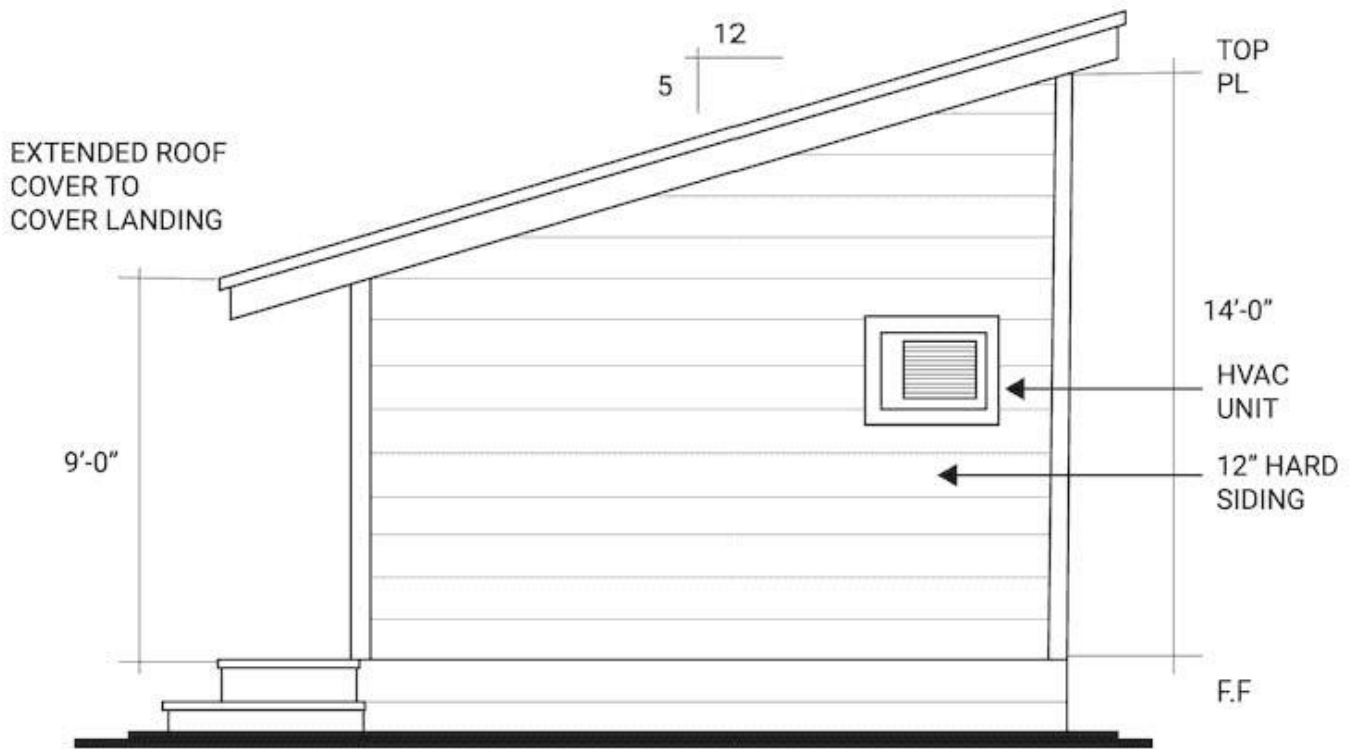


Sample Site Plan for New Home

(must be professionally prepared and certified)



Sample Elevation Drawing



Sample Cross-section Drawings (decks and sheds)

