Instructions for obtaining a Building Permit

for construction of Residential Additions

City of Elkhart, Indiana
229 S. 2nd Street, Elkhart, IN 46516
(574)294-5474

You may use the City of Elkhart to conduct plan review and/or inspections **or** you may use a **private provider***.
Check the following boxes if you intend to use a **private provider***: ☐ Plan Review ☐ Inspections
*Requirements for an **Approved Private Provider** can be found on page 7.

Required Applications

Building Permit: *Additions - Residential* (see page 2)

Zoning Permit: *Additions - Residential* (see page 3)

Electrical, **Mechanical** and **Plumbing Permits**: must be obtained by a **licensed trades contractor**. These permits will not be issued until **after** the building permit and zoning permit have been issued.

Required Documents

Site Sketch: a Site Sketch must be submitted with the Zoning Permit application, showing where the structure will be on the property. You will need to include the dimensions of the structure and the distance between the structure and the property lines. You also need to show the location of all existing structures on the property.

Construction Plans/Drawings: construction plans/drawings must be submitted with the Building Permit application. The *Local Plan Review Requirements & Specifications* can be found on page 4.

Garage Worksheet: only submit a completed Garage Worksheet with the Building Permit application if you are building an attached garage. The Garage Worksheet can be found on page 5.

Review Timeline

1. Applicant submits the **Building Permit**, **Zoning Permit** and all **Required Documents**. All applications and documents must be submitted at the same time.
2. The Permit Center Staff has up to 3 business days to review the application for completeness and will notify the Applicant regarding whether the application is complete or incomplete.
3. If the application is **incomplete**, the Permit Center Staff will specify the deficiencies to the Applicant.
4. Once the Permit Center Staff has received a **complete** application, they will submit everything to Zoning Review and Plan Review.
5. Zoning and Plan Review typically occur every Friday, but staff has up to 7 business days to review the plans.
6. If there are any deficiences with the plans, the Review Staff will specify the deficiences to the Applicant.
7. Once the plans have been approved, the Permit Center Staff will provide an invoice to the Applicant.
8. Once payment has been received, the Permit Center Staff will issue a Building Permit Placard to the Applicant.

Fee Schedule

Building Permit Fee: $0.10 per Sq Ft of the addition

Zoning Permit Fee: $20 (if structure is 720 Sq Ft or less) or $40 (if the structure is over 720 Sq Ft)

Required Inspections

The entire list of required inspections can be found on page 6.

Building Permit Application

Additions - Residential

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Property Owner Information

Owner's Name:

Owner's Email Address: Phone #:

Is Owner the Applicant? ☐ Yes ☐ No

Property Information

Property Address: # of Units:

Parcel #: # of Stories:

Description of Work Information

Foundation Material: Foundation Type: Footing Depth:

Total Sq Ft of Addition: Habitable Sq Ft of Addition:

Estimated Value of Work: $

Description of Work:

Contractor Information

Building Contractor Name/Company Name:

Building Contractor Email Address: Phone #:

Electrical Contractor Name/Company Name:

Mechanical Contractor Name/Company Name:

Plumbing Contractor Name/Company Name:

NOTICE: Separate permits are required for Electrical, Mechanical, and Plumbing. These permits must be secured by the Licensed Contractor. This permit becomes null and void if work or construction authorized is not commenced within 365 days or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced.

I HEREBY certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other State or Local law regulating construction or the performance of construction.

_____ _____

Signature of Owner or Authorized Agent Date

Zoning Clearance Application

Additions - Residential

City of Elkhart, Indiana
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(574)294-5474

Property Owner Information	
Owner's Name:	
Owner's Email Address:	Phone #:
Is Owner the Applicant? ☐ Yes ☐ No	

Property Information		
Property Address:	# of Units:	# of Stories:
Current Use of Property:	Proposed Use of Property:	

Description of Work Information	
Structure Height:	Total Sq Ft of Addition:
Description of Work:	

Contractor Information	
Building Contractor Name/Company Name:	
Building Contractor Email Address:	Phone #:

NOTICE: The property owner/contractor shall assume responsibility for construction over any public and private easement. Whenever major improvements are made to a building or structure or a new use, parking/loading facilities shall conform to the existing zoning ordinance. A separate building permit application may be required prior to starting work. This permit becomes null and void if work or construction authorized is not commenced within 365 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced.

CERTIFICATE OF OCCUPANCY REQUIREMENTS: All new construction and substantial improvements to an existing property require a valid Certificate of Occupancy (C of O) prior to occupancy of a building. The following inspections are required: Structural, Electrical, Heating, Ventilation, Air Conditioning, Plumbing, and Zoning (paving and landscaping must be complete and the address displayed). The signature of the Building Commissioner and Zoning Administrator are also required for the final C of O. Final approval to occupy a building is not granted until the C of O is issued by the Building Department. Occupancy of a building without a C of O may result in the issuance of substantial daily fines. It is the responsibility of the property owner or their representative to contact the Building Department to request a C of O. The Building Department staff will contact the Planning & Zoning Department staff for a zoning inspection. It is the responsibility of the property owner or their representative to see that all the inspections listed above have been completed. By applying for this Zoning Clearance, if the undersigned is not the property owner of record, the undersigned representative assumes the responsibility to inform the property owner(s) of these requirements. A copy of this form is given to the undersigned representative, and one is retained in the records of the Office of Planning & Development. I have read the above statement and understand the requirements for a Certificate of Occupancy. I further understand that it is my responsibility to inform the property owner(s) of these requirements.

_____ _____

Signature of Owner or Authorized Agent* Date

*If NOT the owner, please list your relationship to the owner: _____

To Be Completed By Office Staff:	**Zoning Permit #:**
Staff Comments:	
Staff Signature: _____	**Date:** _____

Local Plan Review

Requirements & Specifications

City of Elkhart, Indiana
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Plan Review Information

At Plan Review all details provided on the construction plans/drawings of the building are examined: methods of construction, electrical, plumbing, mechanical, and fire suppression systems are all reviewed for compliance with all applicable code requirements.

Plans, specifications, and any supporting data files shall be sufficiently clear and complete to show in detail that the proposed work will comply with applicable codes and ordinances. Information for plan review submittal must be legible. Documents and drawings that are smudged, illegible, or reduced in size to the extent of being unreadable, will not be accepted.

Plans & Specifications shall include all of the following as applicable:

1. A plot plan drawn to scale, showing dimensioned location of all existing buildings on the property, property lines, streets or easements bordering the property, as well as proposed construction.
2. Foundation and basement plans and details; including location and dimensions of all column footings.
3. Detailed dimensioned floor plans drawn to scale for all floors showing such items as load bearing walls, doors, windows, location of smoke detectors, plumbing fixtures, and room designations.
4. Wall elevations of all exterior walls.
5. Sections and details of walls, floors, and roofs showing materials and their dimensions, including the size, location, and span of all beams and girders.
6. Structural plans, installation instructions, and layout plans of all pre-manufactured floor joist systems and trusses. (See additional requirements below for truss design sheets.)
7. Location of electrical panel and service equipment.
8. Location of plumbing fixtures.
9. Location of HVAC equipment, equipment venting, fuel type and capacity.
10. Installation manual if proposed construction is a manufactured home.
11. Additional information may be needed to substantiate claims that the proposed construction will comply with applicable codes and ordinances.

Note: Structures located within 3' of the property line shall have a 1 hour fire-resistive rating with exposure from both sides.

Truss Plans shall include, at a minimum, the following:

1. Truss layout plan.
2. A truss design sheet for each truss design used will need to include the following: slope, span, and spacing; location of all joints; required bearing width; design loads, including snow loads and concentrated loads and their points of application; connection or hanger specifications; and required permanent bracing locations.
3. LVL specifications.

Garage Worksheet

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Location

Property Address:

- ☐ Attached to dwelling (within 6 feet of dwelling is considered attached). 1/2" gypsum wall board is required on garage side of wall between dwelling and garage if attached.
- ☐ Detached

Foundation Type

- ☐ Frost-line: show dimensions (required if attached or over 721 Sq Ft)
- ☐ Monolithic (721 Sq Ft maximum)

In **NO** case shall garages, carports, or accessory structures be attached to the dwelling when the footings of the structure are above the frost-line and the adjacent footings of the dwelling are below the frost-line.

Perimeter Footing Size (must have 6x6 (w2.9xw2.9) welded wire required throughout and turned into footing)

- ☐ Frost-line: show dimensions (required if attached or over 721 Sq Ft)
- ☐ Monolithic (721 Sq Ft maximum)

Floor Material

☐ Concrete ☐ Asphalt ☐ Other (please specify):

Wall Construction

Please specify (2x4, 2x6, etc):

Stud Spacing

Please specify (16", 24" on center, etc):

Roof System

- ☐ Truss: submit truss design sheet and layout
- ☐ Rafter: specify rafter size, span, species, grade, and spacing

Garage Door Opening

Please specify number and size of opening:

Garage Door Header

- ☐ Steel beam
- ☐ 2-by's (specify size, span, species, grade):
- ☐ Laminated wood (specify manufacturer and size):

Note: Structures located within 3' of the property line must have 1-hr fire-resistive rating with exposure from both sides.

Required Inspections List

City of Elkhart, Indiana
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Building Inspections	
Footer Inspection	Building inspections must be called in to the Building Inspector or requested online through the permitting portal by the Contractor or Homeowner.
Pre Foundation Wall Inspection	
Foundation Damproofing Inspection	
Pre Floor Pour Inspection	
Framing Inspection	
Fire Wall Inspection	
Ice & Water Shield/TPO/Metal Roof Inspection	
Final Inspection	

Electrical Inspections	
Temp Service Inspection	Electrical inspections must be called in to the Electrical Inspector or requested online through the permitting portal by the Licensed Contractor.
Slab on Grade Inspection	
Rough Inspection	
New Service Inspection	
Final Inspection	

Mechanical Inspections	
Rough Inspection	Mechanical inspections must be called in to the Mechanical Inspector or requested online through the permitting portal by the Licensed Contractor.
Gas Piping & Pressure Test Inspection	
Duct Seal & Pre-Insulation Inspection	
Final Inspection	

Plumbing Inspections	
1st Rough/Underground Inspection	Plumbing inspections must be called in to the Plumbing Inspector or requested online through the permitting portal by the Licensed Contractor.
2nd Rough/Plumbing Walls & Overhead Inspection	
Final Inspection	

Inspector Contact Information		
Building Inspector: Paul Goodwin	(574)849-4176	Paul.Goodwin@cityofelkhartin.gov
Electrical Inspector: Daniel Riddle	(574)218-3006	Dan.Riddle@cityofelkhartin.gov
Mechanical Inspector: Jimmy Watts	(574)304-1179	Jimmy.Watts@cityofelkhartin.gov
Plumbing Inspector: Brent Moore	(574)352-1344	Brent.Moore@cityofelkhartin.gov

Private Provider Guide for Class 2 Structures

Class 2 Structures: 1 or 2 Family Dwelling and Residential Accessory Structures (including, but not limited to: garage, deck, shed, pool, etc.)

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Section 1: If you have decided to use a Private Provider to conduct plan review and/or inspections, then they must meet the following requirements and specifications:

1. The Private Provider must hold one of the three certifications listed below:
   a. is an architect registered under IC 25-4-1; **or**
   b. is a professional engineer registered under IC 25-31-1; **or**
   c. is a certified building official as defined in IC 36-7-2.5-3.
2. The Private Provider is **NOT** an employee of; affiliated with; or financially interested in the person, firm, or corporation engaged in the project to be reviewed or inspected; **and**
3. The Private Provider is **NOT** an employee of the City of Elkhart; **and**
4. You must provide a copy of the Private Provider's certificate of insurance indicating that the Private Provider satisfies the following coverage amounts: $1,000,000 per claim **and** $2,000,000 of aggregate coverage.
   Note: a Private Provider's insurance must be a practice policy containing prior acts coverage for the Private Provider.
5. A Private Provider must conduct a plan review or an inspection that is at least as extensive as a plan review or inspection conducted by the City of Elkhart.

Section 2: Private Provider Plan Review Affidavit Requirements: the Private Provider shall prepare an affidavit certifying under oath that all of the following are true and correct to the best of their knowledge and belief and in accordance with the applicable professional standard of care:

1. The plans were reviewed by the affiant who:
   a. is duly authorized to perform plan review under this chapter; **and**
   b. holds the appropriate registration or certification, and holds the proper insurance coverage. (see Section 1)
2. The plans comply with all applicable local requirements.
3. The plans submitted for plan review:
   a. are in conformity with plans previously submitted to obtain governmental approvals required in the plan submittal process; **and**
   b. do not make a change to the project reviewed for the approvals.

Section 3: Private Provider requirements for completing Plan Review:

1. Must submit a copy of the Private Provider's plan review report to the City no later than 5 days after the report is completed. The report may be submitted in paper format or electronic format.
2. The plan review report must include at least the following:
   a. the Private Provider's affidavit (according to Section 2); **and**
   b. any applicable fees (i.e. permit fees); **and**
   c. any documents required by the City and any documents that are necessary to determine that the permit applicant has secured all other governmental approvals required by law.

Section 4: Private Provider requirements for completing Inspections:

1. Must submit a copy of the Private Provider's complete inspection report to the City.