

Town of Summitville

PROCEDURE FOR FILING AN APPLICATION FOR A BUILDING PERMIT

A Building Permit is required for the construction, repair, renovation, alteration, improvement or change of use of any structure and for the construction and/or installation of fences, walls, pools, tool sheds, decks, signs, etc.

All required documents along with this application shall be submitted no less than 5 working days prior to the work to be done. This will allow time for the Building Commissioner to review the application and work to be done.

This application can be downloaded from the Town of Summitville website or picked up at the town hall.

Permits are reviewed and issued Monday through Friday between the hours of 8 am and 4 pm. Inspections are done Monday through Friday between the hours of 8 am and 4 pm.

Once the permit has been reviewed the applicant will be notified and at that point can pick up and pay for the building permit from the town hall.

A copy of the Town of Summitville Building Ordinance, with Fees required, is attached with this packet.

Town use only

Date Application was received: _____ Received by: _____

APPLICATION DATE: _____ PERMIT #: _____

ISSUE DATE: _____ PERMIT FEE: _____

I/We do hereby make application for a permit to: Erect a Building Addition to a building

Install a Sign Demolish Building Alter a Building Repairs/replacement Other

Description of work

Cost of Work: _____ (Note: The cost of work shall include all labor, materials, scaffolding, fixed equipment, professional fees and materials and labor which may be donated gratis)

In accordance with the following statements, the specifications and plans herewith submitted and made part of this application, I (or We) do hereby certify that the construction, alteration or demolition will comply with all provisions of the Indiana Fire prevention and Building Code, the Building Code and Zoning Code of the Town of Summitville, and other applicable laws, whether specified herein or not. This application will be abandoned in 6 months after the application date, unless before that date, a permit shall have been issued.

Signature of Property Owner Signature of Person making Application

Street Address of Proposed Work location:

Property Owner (print name)

Address of owner:

City: _____ State: _____ Zip: _____ Phone # _____

Use of Building _____

Type of Foundation _____

Type of frame _____

Type of Roof Framing _____

Total # of Rooms: _____ # of Bedrooms: _____ # of Baths: _____

Type of Heat: _____ Fireplace: _____ Year Built: _____

Central Air: _____ Garage Capacity: _____

Finished Basement: _____ Basement Sq/Ft: _____

First Floor Sq/Ft: _____ Second Floor Sq/Ft: _____

Who will supervise the work: _____ (contractor, builder, architect, etc.)

Contractor (print name): _____

Phone #: _____

Contractor Address: _____

City: _____ State: _____ Zip: _____