



Town of St. John, Indiana



St. John Building and Planning

Building and Planning Menu

IN GROUND POOLS AND SPA UNITS

An Building Permit is required for installing an In Ground Pool, or a Spa Unit. The cost of the Building Permit for this is \$330.00. This fee includes zoning, electrical, and stormwater permit costs.

Restrictions - The In Ground Pool or Spa Unit must be:

1. In accordance with the Indiana State Swimming Pool Code, Town of St. John Zoning Ordinance and the National Electrical Code (see Electrical Inspections for Pools or Spas).
2. Located behind the primary structure on the property with at least 10 feet from side or rear property lines and 20 feet from an existing residence on adjacent property. An In-Ground Pool or Spa Unit may not be located on a designated easement. Call 1-800-382-5544 to have all Utility locations checked PRIOR to digging.
3. Equipped with an Approved Safety Cover (ASTM F1346 tag) OR fenced to a height of 6 feet from ground level to completely surround the In-Ground Pool or Spa Unit. If an Approved Safety Cover is used, it must be in place and locked whenever the property owner is not at home. If fenced it must include either a self-closing or latching gate capable of being locked whenever the In-Ground Pool or Spa Unit is not in use. Call 1-800-382-5544 to have all Utility locations checked PRIOR to digging.

Requirements:

1. A completed Building Permit Application form including the names of Contractors and Electricians licensed to work in the Town of St. John who will perform the work. You may obtain a list of licensed Contractors and Electricians from the Building & Planning Office.
2. One copy of the plat of survey showing the location of the In-Ground Pool or Spa Unit in respect to the property lines and the primary structure. This drawing must reflect the dimensions of the In-Ground Pool or Spa Unit and the locations of all electrical outlets, fixtures, meter boxes, light fixtures, fans or other electrical devices.

Building Permits require at least TWO (2) working days to process. You will be notified by telephone when the permit is ready. All Building Permit fees must be paid in full before the Permit can be issued. Permit placards must be displayed in the window of the primary building where the Pool is being constructed.

Any questions can be directed to Building & Planning Department at (219) 365-5301.

NOTE: POOL PERMITS ARE VALID FOR 60 DAYS ONLY. You may NOT occupy or use the Pool for any reason until the structure has PASSED ALL mandatory inspections by the St. John Building Commissioner and Electrical Inspector. Violations can result in fines or revocation of the structure Building Permit.

Above Ground Pools

A Building Permit is required for installing an Above Ground Pool. The cost of a Building Permit for a Pool is: \$330.00. If you intend to build a deck as part of the pool and at the same time as the pool installation and if you intend to build a separate fence as a result of the pool installation, you will need a separate permit for each.

Restrictions:

- (1) Must be in compliance with the Indiana State Swimming Pool Code, Town of St. John Zoning Ordinance and the National Electrical Code (see Electrical Inspections for Pools or Spas).
- (2) Must be located behind the primary structure on the property and at least 10 feet from side or rear property lines and 20 feet from an existing residence on the adjacent property. A Pool may not be located on a designated easement.
- (3) Must be fenced to a height of at 5 feet and not greater than 6 feet tall from ground level. The height of the pool walls may be included as part of the 6 foot requirement. Fencing must be built to completely surround the Pool and Deck Area and be immediately adjacent to the Pool walls. It must include BOTH a self-closing AND latching gate capable of being locked when the Pool is not in use. Fencing must be in place prior to final inspection. Call [1-800-382-5544](tel:1-800-382-5544) to have all Utility locations checked PRIOR to digging.

Requirements:

- (1) A completed Building Permit Application form including the names of Contractors and Electricians licensed to work in the Town of St. John who will perform the work. You may obtain a list of licensed Contractors and Electricians from the website www.stjohnin.com under Business/Registered Contractors.
- (2) One copy of the plat of survey showing the location of the Pool in respect to the property lines and the primary structure, dimension from all property lines and structures on the property. This drawing must reflect the dimensions of the Pool and the locations of all electrical outlets, fixtures, meter boxes, light fixtures, fans or other electrical devices.

Building Permits require at least FIVE (5) working days to process. You will be notified by telephone when the permit is ready. All Building Permit fees must be paid in full in the Clerks Office by check or cash before the Permit can be issued. Permit placards must be displayed in the window of the primary building where the Pool is being constructed.

Any questions can be directed to Building & Planning Department at [\(219\) 365-5301](tel:219-365-5301).

NOTE: POOL PERMITS ARE VALID FOR 60 DAYS ONLY. You may NOT occupy or use the Pool for any reason until the structure has PASSED ALL mandatory inspections by the St. John Building Commissioner and Electrical Inspector. Violations can result in fines or revocation of the structure Building Permit.

Inspections must be ordered by clicking [here](#) in the following order:

- 1) Rough Electric: leave trench open at least 1'
- 2) Plumbing Gas-line: leave trench open at least 1'
- 3) Final Electric: Call after all electric is complete
- 4) Building Final Building/Plumbing/HVAC: Call when complete, Final Electric has passed and Pool is secured by Fence and/or Deck.

[Close](#)

DECKS & ENCLOSED PORCHES

If you want to build a deck please follow the St. John Deck Construction Guide

Building Permits require at least TWO (2) working days to process. You will be notified by telephone when the permit is ready. At that time, costs will be confirmed so you may bring the proper payment. All Building Permit fees must be paid in full before the Permit can be issued. Permit placards must be displayed in the window of the primary building where the Deck or Enclosed Porch is being constructed.

Any questions can be directed to Building & Planning Department at (219) 365-5301.

A Building Permit is required for constructing a Deck or Enclosed Porch. The cost of a Building Permit for a Deck or Enclosed Porch is \$175.00. If there will be electrical service to the Deck or Enclosed Porch, additional fees apply.

Restrictions:

Must be built at least 5 feet inside the property lines from the side or rear of the property line. It must be placed behind the primary structure on the property and cannot be placed on a designated easement. If attached to the primary structure it must meet yard setback guidelines.

Posts must be sunk below the frost line (42"). Call 811 to have all Utility locations checked PRIOR to digging. These locate includes gas, electric, and telephone. Refer to the covenant agreement with your deed for any special rules that may apply to your subdivision. These rules are enforced by your Developer or Homeowners Association and are separate from the Towns requirements.

The following forms are required for a permit:

A completed Secondary Permit Application including the names of licensed Contractors or Electricians who will perform the work.

One (1) copy of the Engineering, Architectural or Manufacturers plans must be submitted showing actual construction proposed including cement piers or concrete pads and the method of attaching the Deck or Enclosed Porch to the Piers or Pad. All plans must be approved by the St. John Building Commissioner.

One (1) copy of the plat of survey showing the

Deck or Enclosed Porch in respect to the primary structure and reflecting its dimensions. The ticket number from calling Indiana 811. If there will be electrical service to the Deck or Enclosed Porch you must use an Electrician who is licensed to work in the Town of St. John. You may obtain a list of licensed Electricians from the Building & Planning Office. If the home owner is going to do the electrical wiring them self they need to pass the Home Owner Electrical Test. Please contact the Building & Planning Department at (219) 365-5301 for more information.

Inspections must be ordered by clicking here in the following order:

- 1) Building Pre-Pour Pier/Post Hole: Call when all of the holes are dug
- 2) Building Rough Framing: Call when ONLY the beams & joists are in place
- 3) Final Electric: If Applicable, Inspection when all electrical work is complete AND must be inspected before Final Building/Plumbing/HVAC is requested
- 4) Building Final Building/Plumbing/HVAC: Call when the deck is completed

SHEDS

A Building Permit is required for constructing or placement of a Shed. The cost of a Building Permit for constructing a Shed is: \$35.00. If there will be electrical service to the Shed, additional fees apply.

Restrictions - The structure must be:

1. No larger than the maximum size of 160 square feet (as in a 10' X 16' structure), maximum height is 14 feet, from the finished grade to the top of roof ridge.
2. Must be built at least 5 feet inside the property lines from the side or rear of the property line. It must be placed behind the primary structure on the property and cannot be placed on a designated easement.
3. Refer to the covenant agreement with your deed for any special rules that may apply to your subdivision. These rules are enforced by your Developer or Homeowners Association and are separate from the Towns requirements.

Requirements:

1. One copy of the Engineering, Architectural or Manufacturers plans must be submitted showing actual construction proposed including cement piers or concrete pads and the method of attaching the Shed to the Piers or Pad. All plans must be approved by the St. John Building Commissioner.
2. Two (2) copies of the plat of survey showing the Shed in respect to the primary structure and reflecting the Sheds dimensions.
3. A completed Building Permit Application form including the names of licensed Contractors or Electricians who will perform the work. If there will be electrical service to the Shed you must use an Electrician who is licensed to work in the Town of St. John. You may obtain a list of licensed Electricians from the Building & Planning Office.

Building Permits require at least TWO (2) working days to process. You will be notified by telephone when the permit is ready. At that time, costs will be confirmed so you may bring the proper payment. All Building Permit fees must be paid in full before the Permit can be issued. Permit placards must be displayed in the window of the primary building where the Shed is being constructed.

Any questions can be directed to Building & Planning Department at (219) 365-5301.

NOTE: You may NOT use the Shed for any reason until the structure has PASSED ALL mandatory inspections by the St. John Building Commissioner and/or Electrical Inspector. Violations can result in fines or revocation of the structure Building Permit.

FENCES

A Building Permit is required for installing a Fence. The cost of a Building Permit for constructing a Fence is: \$25.00

Restrictions - The fence must be:

1. A maximum height of 6 feet from ground level in a residential area.
2. All post holes must be located within your property lines. If placed on a designated easement, when and if utility work is required, the property owner will be responsible for removing the Fence from the area and replace it at his/her own expense.
3. A 6 foot Fence may not protrude into the front yard. If the lot is a corner lot, there are more restrictions concerning the visual access and clearance for vehicles and pedestrians.
4. Call 1-800-382-5544 to have all Utility locations checked PRIOR to digging. These locates includes gas, electric and telephone.
5. Refer to the covenant agreement with your deed for any special rules that may apply to your subdivision. These rules are enforced by your Developer or Homeowners Association and are separate from the Towns requirements.

Requirements:

1. One copy of the plat of survey showing the Fence in respect to the property lines and the primary structure.
2. A completed Building Permit Application form including the names of licensed Contractors who will perform the work.

Building Permits require at least TWO (2) working days to process. You will be notified by telephone when the permit is ready. All Building Permit fees must be paid in full before the Permit can be issued. Permit placards must be displayed in the window of the primary building where the Fence is being constructed.

Any questions can be directed to Building & Planning Department at (219) 365-5301.

NOTE: The structure must PASS ALL mandatory inspections by the St. John Building Commissioner and Electrical Inspector before the project is considered complete. Violations can result in fines or revocation of the structure Building Permit.

SECONDARY PEMRIT INSPECTION LIST



DECKS:

- 1) Building Pre-Pour Pier/Post Hole
- 2) Building Rough Framing: Order **ONLY** when the beams & joists are set
- 3) Final Electric: If Applicable
- 4) Building Final Building/Plumbing/HVAC

EXTERIOR REMODEL-DRIVEWAYS, PATIOS, & ALL CONCRETE WORK:

- 1) Building Pre-Pour Concrete Flat work: Order before pouring and after minimum 4" stone base forms and re-enforcement are in place.

INTERIOR REMODELS & ADDITIONS:

- 1) Rough Electric: This must pass **BEFORE** the **Rough Framing** inspection is requested
- 2) Building Rough Framing: Inspection due before insulation is allowed; **Rough plumbing and Rough HVAC MUST** be ready at this inspection
- 3) Building Insulation: Inspection of installed insulation, upon approval structure can be dry-walled
- 4) Building Dry wall/Pre Tape: Inspection of proper installation of drywall
- 5) Final Electric: Inspection when all electrical work is complete **AND** must be inspected before **Final Building/Plumbing/HVAC** is requested
- 6) Building Final Building/Plumbing/HVAC: Final Plumbing and Final HVAC **MUST** be ready at this inspection

NO POOLS SHALL BE USED UNTIL AFTER FINAL INSPECTION PASSED

ABOVE GROUND POOLS/SPAS:

- 1) Rough Electric
- 2) Plumbing Gas-line
- 3) Final Electric:
- 4) Building Final Building/Plumbing/HVAC

IN-GROUND POOLS:

- 1) Building Pre-pour Footing / Plumbing Underground
- 2) Rough Electric / Electric Bonding-Pre-pour
- 3) Plumbing Gas-line
- 4) Building Pre-pour
- 5) Final Electric
- 6) Building Final Building/Plumbing/HVAC

SIGNS: Rough Electric and Final Electric

SHEDS: Pre-Pour Concrete Flat work (if applicable) and **Building Final Building/Plumbing/HVAC** when Shed is in place.

GENERATOR:

- 1) Final Electric
- 2) Building Final Building/Plumbing/HVAC

FENCES: No inspections required.

ROOFS: Ice & Water Shield is required and shall extend 24" inside interior wall line. No inspections required.