

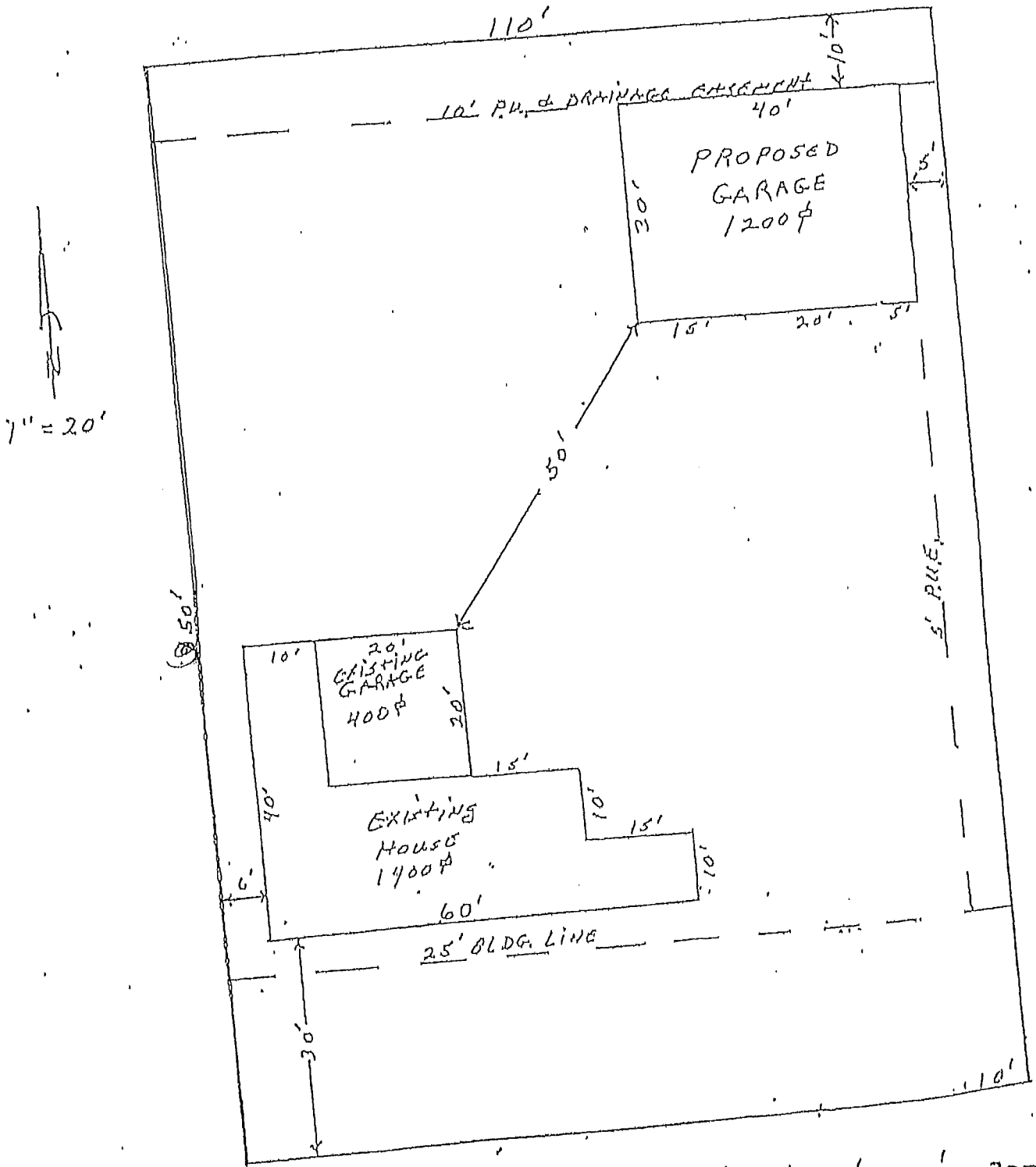
WARRICK COUNTY AREA PLAN COMMISSION
IMPROVEMENT LOCATION PERMIT CHECK LIST
RESIDENTIAL STRUCTURES

THE FOLLOWING ARE THE REQUIREMENTS TO BE FOLLOWED IN OBTAINING AN
IMPROVEMENT LOCATION PERMIT.

- 1.) If building site is not in a Recorded Subdivision, then a Copy of the **Recorded Deed** from the Recorder's Office and a Copy of the **Plat Book Page** from the Auditor's Office must be submitted. During Government shutdown, the staff will obtain these documents.
- 2.) **Site development plan:**
 - All site drawings must be drawn to engineer's scale. (i.e. 1:10, 20, 30, 40 50, 60)
 - Show north point and scale.
 - Indicate accurate lot dimensions.
 - Show all street and/or alley right-of-way widths from centerline and physical center of pavement.
 - Include dimensions and location from property lines on all proposed structures.
 - Indicate distance between existing structures and proposed (if applicable).
 - Indicate height of all proposed structures measured from the ground level to peak of roof.
 - Indicate square footage for all floors separately, attached garage, and any covered porches.
 - Show all easements and their widths located within the lot.
 - If the site is in the flood plain a certified plot plan, prepared and stamped by an engineer is required.
- 3.) **Decks & Porches:** Please note that decks and porches must be included, if proposed on your plot plan. If it is not included on the original plan, but added later, you must obtain a separate permit before construction.
- 4.) **Sewer or Septic Permit from the Health Dept. Rm 204** must be obtained prior to the Issuance of an Improvement Location Permit for any new residential structure and made a part of the application.
- 5.) **Water Tap,** if required, must be obtained prior to an Improvement Location Permit being issued.
- 6.) **Driveway Permit,** if required must be prior to or at the time an Improvement Location Permit is issued. This permit is approved by the County Highway Engineer. The application requires a drawing showing the location and width of the driveway.
- 7.) After an Improvement Location Permit is issued, then the **Applicant / Owner is responsible for obtaining a Building Permit** if required from the Warrick County Building Department.

SCALE 1" = 20'

EXAMPLE PLOT PLAN TO AN ENGINEER'S SCALE



1" = 20'

Engineer's Scale = 1" = 20', 30', 40', 50', 100', 200', or 300'

FOR OFFICE USE ONLY:
DRIVEWAY PERMIT _____
ZONING _____
FLOODPLAIN _____

PERMIT # _____

RECEIPT # _____

RESIDENTIAL

IMPROVEMENT LOCATION PERMIT GENERAL INFORMATION SHEET

APPLICANT

NAME: _____

ADDRESS: _____

TELEPHONE: _____

EMAIL: _____

OWNER OF PROPERTY

NAME: _____

ADDRESS: _____

PROPOSED STRUCTURE (Please check all that apply)

RESIDENCE: NUMBER OF BEDROOMS _____ NUMBER OF BATHROOMS _____
LIVING SQ. FT. _____ TOTAL SQ. FT _____ TOTAL HEIGHT STRUCTURE _____

ADDITION: TOTAL SQ. FT. _____ HEIGHT _____

UNATT ACCESSORY BLDG: TOTAL SQ. FT. _____ TOTAL HEIGHT _____

POOL: ABOVE _____ INGROUND _____ SQ.FT. _____ CONCRETE _____ TOTAL _____

STORM SHELTER _____

PROPERTY LOCATION

SUBDIVISION NAME: _____ LOT NUMBER: _____

TOWNSHIP/TOWN: _____ SEC: _____ TWP: _____ RNG: _____

PROPERTY ADDRESS: _____

EST. COST: _____ APPLICANTS SIGNATURE _____