

IMPORTANT INFORMATION TO KNOW BEFORE YOU PULL YOUR PERMIT:

1. There **WILL BE** a plan review period of no more than **2 business days** on all building permits. (Exempt items are: detached buildings under 576 square feet, decks and agricultural barns.)
2. Before a building permit can be issued, the APC staff will check the floodplain maps. If the building site is in the *Special Flood Hazard (zone A)*, no permit can be given until the proper approval from the State of Indiana is received.
3. The property owner can do their own electrical work, as long as they are the occupant or intended occupant of the structure.
4. The minimum size of a single family structure is **950 square feet**.
5. The maximum height for a single family residence is 32 ft.

INSPECTIONS

It is the responsibility of the homeowner or the contractor to call in to schedule the inspections. All inspections must be called in before 9:00 a.m. the day the inspection is needed. Please have your permit number available when calling in to schedule the inspection.

CERTIFICATE OF OCCUPANCY

A Certificate of Occupancy (C/O) will be issued when all inspections have been completed and approved by the Building Inspector. The APC office must have all the contractor signoff sheets and septic approval (if applicable on project) before the C/O can be obtained from the office. The fee for a C/O is \$2.00. A C/O must be obtained before the structure can be occupied.

JENNINGS COUNTY AREA PLAN

EXECUTIVE DIRECTOR

Marie Shepherd

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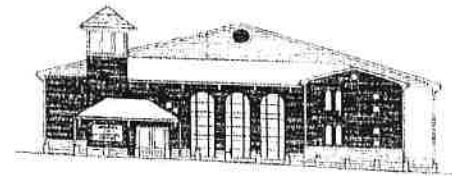
BUILDING INSPECTOR

Matt Bauguess

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PERMIT INFORMATION FOR RESIDENTIAL CONSTRUCTION/REMODEL



Jennings County Area Plan Commission
200 E Brown Street
PO Box 400
Vernon, IN 47282
(812) 352-3005
Fax: (812) 352-3009

Office Hours: Monday – Friday
8:00 a.m. to 4:00 p.m.
Closed all Holidays

SETBACK AND LOT SIZE REQUIREMENTS

When located in a sewer district, the following apply:

Minimum lot size is 10,000 sq. ft.

Minimum lot width (at the building site) is 80 ft.

Minimum lot width (when it is a corner lot) is 95 ft.
or lot size must be at least 12,000 sq. ft.

Minimum front setback is 50 ft. (If adjacent to a
State Highway, the front setback is 75 ft.)

Minimum rear setback is 25 ft.

Minimum side setback is 10 ft.

When located in an area where sewer is not
available, the following apply:

Minimum lot size is 1 acre

Minimum lot width (at the building site) is 150 ft.

Minimum lot width (when it is a corner lot) is 165 ft.
or the lot size must be at least 1.2 acres

Minimum front setback is 75 ft. (If adjacent to a
State Highway, the front setback is 112.5 ft.)

Minimum rear setback is 25 ft.

Minimum side setback is 25 ft.

BOARD OF ZONING APPEALS

If the appropriate size requirements or setbacks cannot be met, a variance must be requested. You must make the request and pay the appropriate fees in the APC Office no later than the close of business on the 1st Thursday of the month. The Board of Zoning will hear your request on the 3rd Thursday of the month. Failure to apply by the 1st Thursday of the month will delay your project an additional month.

TO OBTAIN A BUILDING PERMIT YOU WILL NEED THE FOLLOWING:

1. DRIVEWAY PERMIT

When a new driveway is going to be cut, the APC Office must receive an approved driveway permit from the governing agency before we can proceed with the issuance of a building permit. (This will normally take several work days for the governing agency to complete, so please keep this in mind when planning your project.)

If your driveway comes off of a city street, you will need to contact the City of North Vernon at 346-1616.

If your driveway comes off of the highway, you will need to contact the Indiana Department of Transportation at 812-524-3933. An application can also be found online at www.in.gov.

If your driveway comes off of a county road, you will need to complete the driveway application in the Area Plan Office.

2. SEPTIC PERMIT

When located in an area that sewer is not available, a septic permit from the Jennings County Health Department is required if:

- a) The new structure being built contains plumbing;
- b) There is an increase in the number of bedrooms;
- c) You are adding a laundry room; or
- d) There is an increase in DFU's (drainage fixture units).

3. SEWER TAP PERMIT (if applicable)

Obtain the permit from the North Vernon Wastewater Department (346-1496) when located in the City of North Vernon.

If you are in the JNRU District, you will obtain the permit from JNRU (346-5500)

If you are in the Town of Vernon, you will obtain the permit from the Clerk-Treasurer's Office.

If you are in the Campbell Township Sewer District, the APC Office can provide you with the contact phone number.

4. SITE PLAN

The site map needs to show the location of the proposed structure and the setbacks from all property lines.

5. BUILDING PLANS & MATERIAL LIST

Blueprints or you may draw your own building plans, however, they must be a scaled out floor plan. The floor plan must show the door and window locations, as well as the sizing of each. On a pole structure, the drawings need to show the post and truss distances.

RESTRICTIVE COVENANTS

If you live in a subdivision, you may have additional restrictions that apply to your project. Please check your deed or with your homeowners association to make sure your project is in compliance. *The APC does not enforce covenants.*