

IMPORTANT INFORMATION TO KNOW BEFORE YOU PULL YOUR PERMIT:

1. 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.
2. The property owner can do their own electrical work, as long as they are the occupant or intended occupant of the structure.
3. Every mobile home must retain a HUD certification tag.
4. A single-wide mobile home must have the area under each unit surrounded by a permanent skirt of sufficient construction so as to cover the area between the bottom of the unit and the top of the base or ground.
5. A mobile home or manufactured home may ONLY be placed on real estate owned or being purchased by the applicant, or owned by an immediate family member.
6. A Licensed Manufactured Home Installer MUST install the home. A list of Licensed Manufactured Home Installers can be found online at www.in.gov, or in the APC Office.
7. If the mobile home/manufactured home is older than 15 years, the APC Director must approve the placement of the home. Pictures of the interior, exterior and HUD Label must be presented in order for a decision to be made.
8. A manufactured home (double-wide) over 16' x 80' must be on a permanent foundation.

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.*

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

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PERMIT INFORMATION FOR MANUFACTURED HOMES & SINGLE WIDE MOBILE HOMES



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

GENERAL INFORMATION

1. The minimum size of a manufactured home is 950 square feet.
2. The minimum size of a single wide mobile home is 600 square feet.
3. A single wide mobile home cannot be placed in the City of North Vernon or the Town of Vernon. (Except in an approved mobile home park)

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 road frontage 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 346-1516.

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. 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.

3. SEPTIC PERMIT

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

4. SITE PLAN

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

5. HOME INFORMATION

- a) Floor plan for the home to be placed.
- b) Pier placement for that home.
- c) Tie down layout for that home.
- d) Purchase Agreement
- e) Legal document showing the Year, Make, Model and ID number of the home. (If not being purchased from a dealer.)