



PROCEDURE FOR REQUESTING A BUILDING PERMIT

A. CHECKLIST OF REQUIREMENTS FOR BUILDING PERMIT APPLICATIONS:

The following checklist indicates the requirements based on the type of Building Permit being requested:

1. APPLICATION FOR PLAN EXAMINATION AND BUILDING PERMIT

The following sections of the application are to be completed by the applicant: Sections 1,2,3,4,5,6,8, & 10. (Sections 7,9, & 11 are NOT to be completed)

2. LEGAL DESCRIPTION OF THE PROPERTY

Starke County GIS

3. SITE PLAN DRAWN TO SCALE (See example page 7)

Site plans must accompany all permit applications except electrical amperage changes. Three (3) copies of the site plan are to be submitted with the application. Two (2) to our office and one (1) to the Surveyor's office. These must be drawn to scale showing the length and width of the property, all abutting roads, alleys, or easements, all EXISTING structures, including fences, and the proposed placement of the new building(s) including top of foundation elevations that match those elevations described on the engineering drawings of any subdivision.

Dimensions must be shown for all buildings as well as distances to the property lines. The driveway location must also be shown on the site plan.

If the proposed use requires a parking area for four (4) or more cars, detailed parking plans must be submitted with the application.

4. DETAILED CONSTRUCTION PLANS

Must accompany all permit applications. Two (2) sets of detailed construction drawings must be submitted. This applies to all Residential, Commercial, or a building housing three (3) or more families.

NOTE: ABSOLUTELY NO REVERSE PLANS WILL BE ACCEPTED!

5. LIMITED CONSTRUCTION PLANS (determined by type of construction – garages, storage sheds, pole barns, etc.)

Construction plans will consist of a floor plan and cross-section of the building (samples available upon request). In the case of oversize storage buildings, etc., you must submit a plan showing a BZA approval letter.

6. ESTABLISHMENT OF OWNERSHIP

All applications for Building Permits must be signed by the owner of the property or a contractor holding a CURRENT STARKE COUNTY CONTRACTOR'S LICENSE. The full name, address, and telephone number of the owner must be stated on the application.

7. OWNER OR CONTRACTOR AFFIDAVITS

Owners and Contractors shall submit affidavits for all work to be done. The affidavits shall state the type of work and who will be doing the work (owner or contractor). Contractors shall be licensed.

B. APPROVAL LETTERS FROM OTHER AGENCIES (where applicable, must accompany the Building Permit application)

1. FOR RESIDENTIAL CONSTRUCTION

The following approvals must be submitted:

a. STARKE COUNTY HEALTH DEPARTMENT

If proposed sewage disposal is to be by septic tank

b. SEWER UTILITY COMPANY

If proposed sewage disposal is to be by connecting to a private utility company.

c. STARKE COUNTY HIGHWAY DEPARTMENT

If on a county road requiring a new entrance to the property, remodeling an existing entrance, or to obtain a culvert permit.

d. **STATE HIGHWAY DEPARTMENT**

Only if a new entrance is proposed on a Site Highway, or if an existing entrance on a State Highway is being remodeled, or changing a residential entrance to a commercial entrance.

2. FOR COMMERCIAL CONSTRUCTION

The following approvals must be submitted, where applicable:

- a. **STARKE COUNTY HEALTH DEPARTMENT** (see 1-a above)
- b. **SEWER UTILITY COMPANY** (see 1-b above)
- c. **STARKE COUNTY HIGHWAY DEPARTMENT** (see 1-c above)
- d. **STARKE COUNTY SURVEYOR DEPARTMENT**

Approval for any commercial project involving a parking lot exceeding four (4) spaces. (see 1-e above)

C. PROCESSING THE APPLICATION

Upon receipt of the required information, the application will be checked by the Building Divisions of the Starke County Planning Commission. If all is approved, the applicant will be notified that the Building Permit is approved and the fee has been established. The applicant has thirty (30) days in which to pick up the permit and pay the fee. If the permit is denied, or if it is held up for any reason, the applicant will be notified by this office.

D. DURATION OF PERMIT VALIDITY

All construction must be completed within one (1) years or a renewal must be applied for.

E. INSPECTION INFORMATION

The owner of a permit is required by law to notify this office 24 hours in advance when construction is ready for the following inspections however, if a request,

either by phone or email, is received in our office prior to 08:00 AM, the inspection will be performed that same day, scheduling permitted. (NOTE – NO INSPECTIONS WILL BE MADE WITHOUT THE PROPER PERMIT BEING VISIBLY POSTED AND ALL SURVEY STAKES VISIBLE!)

1. FOOTING PRE-POUR

Required for all commercial projects, new residences, additions, and unattached garages to check for proper size and rebar (NOTE – Rebar must be set in position, off the ground on proper supports). For pole barns and decks, this will be a post-hole inspection.

2. FOUNDATION PRE-POUR

Prior to pouring the foundation walls, the inspection will check for proper rebar, electric runs, venting through walls, egress windows (if required), sleeves, etc. The footing and Drain Tile (if required) will also be inspected at this stage.

3. FOUNDATION INSPECTIONS/BACKFILLING

After the foundation wall is poured or laid and prior to backfilling, an inspection must be made to ascertain proper anchor bolts, waterproofing, drainage tiles, stone cover, insulation, and the condition of the concrete or block walls.

4. PRE-POUR INSPECTION

Required for any slab work (i.e. Garage and Basement floors), which will cover or bury any plumbing, electrical runs, heating ducts, under-floor heating piping, etc. NOTE: All of the preceding items must be left uncovered so the inspection can be made.

- 5. ELECTRICAL SERVICE** Under no circumstances will there be an electrical release until the proper inspection has been made and approved by this office. This is a mandatory requirement of the Utility companies.

6. FRAMING/ROUGH-IN

After all rough framing, electrical, plumbing, and HVAC work is completed, and all necessary fire caulking, draft stops, and exterior wall caulking is completed, and prior to the installation of any insulation or drywall.

7. INSULATION

Prior to any drywall installation. For ceilings that are to be blow-in after the drywall is in place, this portion of the inspection will be done at the Final Inspection.

8. FINAL INSPECTION

Building, plumbing, electrical, and HVAC.

9. ADDITIONAL INSPECTIONS FOR COMMERCIAL BUILDINGS

Rough electrical or plumbing runs in masonry or concrete walls.

10. ADDITIONAL INSPECTIONS

Pool, Pre-Demolition, Post-Demolition

Others may be required for “special cases” as determined by the Starke County Building Inspector.

F. RESIDENTIAL PERMITS – FINAL INSPECTION AND REQUEST FOR CERTIFICATE OF OCCUPANCY

PRIOR to the final inspection, after all work is completed and occupancy is being requested, all final letters of approval from the various agencies must be in our office BEFORE the final inspection will be scheduled:

1. Final sewer tap-in approval from the utility company, or the approval from the Starke County Health Department.
2. Final approval for a culvert permit from the County or State Highway Department (if applicable).
3. Certification of the Final Energy Report (if applicable).
4. Final approval for a driveway permit from the County Highway Department.

G. COMMERCIAL PERMITS – FINAL INSPECTION AND REQUEST FOR CERTIFICATE OF OCCUPANCY

The final letters of approval, where indicated, must be submitted to this office BEFORE the final inspection will be scheduled:

1. Final sewer tap-in approval from the utility company, or Approval from the Starke County Health Department.
2. Final approval for a culvert permit from the County or State Highway Department (if applicable).
3. Final approval from the Starke County Surveyor's Office.
4. Location Survey and Architect's Certification (As-Built Survey).
5. Engineer/Architect letter of Final Compliance to all codes.
6. In some cases, a Certified Check or Performance Bond may be requested.

STIPULATIONS:

No building shall be occupied in whole or in part until a Certificate of Occupancy has been issued in writing by this department. Notice by telephone or email shall be given at least 24 hours prior to the inspection being made however, if a request is received in our office prior to 08:00 AM, the inspection may be performed that same day, scheduling permitted. No work shall proceed unless the inspection is approved by the building inspector.

Failure to call for an inspection at the proper time is a violation of the Starke County Building and Zoning Ordinances and is subject to court action and/or fine.

WHEN A BUILDING IS RED TAGGED, THE RED TAG MUST REMAIN POSTED UNTIL REMOVED OR VOIDED BY THE INSPECTOR.

If a re-inspection is necessary, the One Hundred Dollar (\$100.00) re-inspection fee must be paid, in person at our office, PRIOR to scheduling another inspection