

**INSTRUCTIONS FOR OBTAINING
HANCOCK COUNTY
IMPROVEMENT LOCATION PERMIT AND BUILDING PERMIT
FOR ALTERATION/ACCESSORY RESIDENTIAL CONSTRUCTION**

Note: Additions equal to or exceeding 50% of the existing ground floor area must meet the application requirements for Primary Residential Construction.

Preliminary Consultations: *See Contact Information on page 2*

1. Contact the Planning and Building Departments to determine the zoning restrictions, development standards, and building codes that are applicable to your project.
2. Contact the County Highway Department or the Indiana Department of Transportation to determine whether your project will need a driveway permit.
3. Contact the County Surveyor's Office to determine whether your project is subject to regulations concerning flood plain, erosion control, and/or surface drainage.
4. Contact the County Health Department to determine whether your project will require installation of an expanded septic system.
5. Additional contact information is provided at the bottom of this form.

Site Plan – Submittal Requirements – Four (4) Sets:

The following items must be clearly and completely shown on the plan.

1. North directional arrow.
2. Location, dimensions, and nature of the site.
3. Location and dimensions of existing or proposed improvements to the property.
4. Distance between proposed structure(s) and existing structure(s).
5. Existing access to adjacent streets.
6. Existing and proposed uses of all land and structures.
7. Location and type of sewer system (septic field) and water system (well).
8. Building-line setbacks (typically shown on a recorded plat).
9. Existing and proposed front, side, and rear setbacks for all structures. If aggregate building setbacks apply, show location of existing adjoining buildings.
10. Drainage and utility easements and drainage tile.
11. Location and width of all easements.
12. Drainage and floodplain approval stamp from the County Surveyor's office.
13. Town Manager's approval stamp if the site is within the Town of Fortville.
14. Other information as may be required by the Planning Director.

Construction Plans - Submittal Requirements – Two (2) Sets:

1. Depiction of the following: foundation plan, typical wall section (including materials, footers, foundation, wall and roof structure), floor plans (including doors and windows), wall partitions, and building elevations (appearance of completed construction) of the proposed structure(s).
2. Engineer's stamp if using manufactured trusses.

Additional Submittal Requirements – One (1) Set:

1. Application for improvement location permit and building permit.

2. Copy of driveway permit from the County Highway Department or the Indiana Department of Transportation. A security bond may be required.

Please Note:

1. Site plans may be drawn from information derived from tax maps and/or aerial photography available from the county's website: www.hancockin.gov/GIS_Mapping
2. Improvement location permit and building permit are valid for twelve (12) months following date of issuance.
3. For your convenience, we will forward a copy of your permit to the following departments:
 - a. County Surveyor's office for approval of drainage, floodplain, and erosion control.
 - b. County Health Department for approval relating to existing septic system;
 - c. County Assessor's Office;
 - d. County Building Department for approval relating to building codes; and
 - e. County Planning Department for approval relating to zoning.

Contact Information: *Area code 317*

County Assessor: 111 American Legion Place, Ste. 204, Greenfield. Phone: 477-1100

County Board of Health: 111 American Legion Place, Ste. 150, Greenfield. Phone: 477-1125

County Building Department: 111 American Legion Place, Ste. 146, Greenfield. Phone: 477-1133

County Highway Department: 921 West Osage Street, Greenfield. Phone: 477-1130

County Planning Department: 111 American Legion Place, Ste.146, Greenfield. Phone: 477-1134

County Surveyor's Office: 111 American Legion Place, Ste. 171 Greenfield. Phone: 477-1150

Indiana Department of Transportation: 32 South Broadway, Greenfield. Phone: 462-7751

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