

**INSTRUCTIONS FOR OBTAINING  
HANCOCK COUNTY  
IMPROVEMENT LOCATION PERMIT AND BUILDING PERMIT  
FOR NON-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 a new or improved septic system. If your project does not involve a septic system, you may be required to provide proof of payment of sewer and water tap fees.
5. Contact the Township Fire Department to determine whether your project will comply with local fire prevention codes.
6. Contact the State Department of Homeland Security to determine whether your project will require a state construction design release form.

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

The site plan must be prepared according to a boundary survey conforming with the Minimum Standards for Competent Practice of Land Surveying administered by the Indiana State Board of Registration for Land Surveyors (865 IAC 1-12-) and drawn at a scale of 1:20 to 1:40. The following items must be clearly and completely shown on the plan.

1. Certification and seal of a licensed land surveyor or civil engineer.
2. Location, dimensions, and nature of the site.
3. Location and dimensions of existing or proposed improvements to the property.
4. Existing and proposed access to adjacent streets.
5. Existing and proposed uses of all land and structures.
6. Location and type of sewer system, water system, and drainage facilities.
7. Legal description of the property.
8. Existing and proposed ground level elevations of the following:
  - a. Corners of the lot.
  - b. Corners of the septic field area.
  - c. Corners of the proposed structures.
  - d. Center line of road, street, or highway at front of corners of lot.
  - e. Invert of 8-inch drainage tile.
  - f. Intersection of property line and right-of-way lines.
  - g. All other locations that would provide a complete understanding of existing and proposed conditions.
9. Flood plain information.
10. Building-line setbacks (typically shown on a recorded plat).
11. Existing and proposed front, side, and rear setbacks for all structures.
12. Drainage and utility easements and drainage tile.
13. Location and width of all easements.
14. Drainage approval stamp from the County Surveyor's office.
15. Erosion and Sediment Control measures including the following construction entrance or temporary driveway, lot stabilization-silt fence or equivalent, curb or yard inlet protection,

pond protection, street protection, seeding (permanent and temporary) undisturbed area marked, stockpile area marked and protected, and responsible person and contact phone number. There is a fee that applies to this section.

16. Town Manager's approval stamp if the site is within the Town of Fortville.

17. Other information as may be required by the Planning Director.

**Construction Plans - Submittal Requirements – Two (2) Paper Sets & PDF sent to [scott.williams@hancockin.gov](mailto:scott.williams@hancockin.gov) (include project name & 'for building permit' :**

1. Depiction of the following: foundation plan, typical wall section, floor plans, and building elevations.
2. Engineer's stamp if using manufactured trusses.

**Additional Submittal Requirements – One (1) Set:**

1. Application for improvement location permit and building permit.
2. Landscape plan designed, prepared, and sealed by a registered landscape architect.
3. Copy of septic permit receipt from the County Health Department or proof of payment of water and sewer tap fees from the utility provider.
4. Copy of driveway permit from the County Highway Department or the Indiana Department of Transportation.
5. Copy of an approved Indiana Department of Homeland Security (IDHS) construction design release form.
6. Warranty deed for any tract land exceeding ten (10) acres in size.

**Please Note:**

1. Improvement location permit and building permit are valid for twelve (12) months following date of issuance.

**Contact Information:** *all phone numbers use 317 area code*

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 Fire Departments: *(additional information is pending)*

Blue River Township: *contact Sugar Creek Twp, Will Friedericks*

Brandywine Township: 141 E. Brookville Rd., Fountaintown. Phone: 694-3026

Brown Township: *contact Sugar Creek Twp, Will Friedericks*

Buck Creek Township: 5809 Airport Blvd., Greenfield. Phone: 491-5357

Center Township: 17 West South Street, Greenfield. Phone: 477-4430

Green Township: *contact Sugar Creek Twp, Will Friedericks*

Jackson Township: *contact Sugar Creek Twp, Will Friedericks*

Sugar Creek Twp: Will Friedericks, 3545 South 600 West, New Palestine. Phone: 861-5721

Vernon Township Trustee: 104 N. Main Street, Fortville. Phone: 485-5279

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 Homeland Security: Phone: 317-232-6422

Indiana Department of Transportation: Phone: 317-462-7751

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