



549 E Main St - [www.townofwhiteland.com](http://www.townofwhiteland.com) - phone: 317.535.5531 - fax: 317.535.8724

**WHITELAND, IN**

## **RESIDENTIAL IMPROVEMENT LOCATION PERMIT APPLICATION**

The Town of Whiteland requires a building permit for any building/land improvements that exceed \$500. Permits are required to be obtained before any construction, alteration or building of any building or structure, all electrical repairs or service changes, and all plumbing repairs or alterations. Improvement permits may be obtained at Whiteland Town Hall, 549 E. Main St., Monday – Friday between 8 am -12 pm and 1 pm – 5pm. Permit applications may also be downloaded from the website at [www.townofwhiteland.com](http://www.townofwhiteland.com).

### **INITIAL STEPS**

When submitting a Residential Improvement Location Permit Application please be sure to include all of the following items:

- Improvement Location Permit Application – Make sure that all items are completed and the application is signed.
- Include a site layout showing the location, dimensions, and distances from the property line and other buildings.
- Include construction plans, if applicable.
- Submit the application and accompanying documents to Whiteland Town Hall, Attention: Planning Department, 549 E. Main St., Whiteland, IN 46184 or email to [communitydevelopment@whitelandin.us](mailto:communitydevelopment@whitelandin.us).

### **NO FEES ARE DUE OR WILL BE ACCEPTED AT THE TIME OF APPLICATION**

After submission, please allow 5-10 business days for review. Depending on the type of permit a site visit may need to occur prior to issuance of a permit. Our inspection team will reach out to you to schedule a time to meet on-site. You will be notified if your permit has been approved or denied.

### **NEXT STEPS**

#### **Approved**

- When notified that your permit is approved you will be given a permit fee. In order to pick up your permit you will need to bring cash, check or money order made payable to the Town of Whiteland. Credit cards are accepted, but you will be charged a processing fee. Permits may be picked up from the Town of Whiteland – Town Hall, 549 E. Main St., Whiteland, IN 46184. Town Hall is open Monday – Friday, between 8 am – 12 pm and 1 pm – 5 pm.
- Post your permit in a conspicuous location, visible from the street and leave in place during the entire period of construction.
- Refer to the Inspection table located within this packet and schedule inspections accordingly to ensure compliance.

\*Permits shall expire if active work has not commenced within 60 days of the date of issuance. If construction has not been completed within one year of the date of issuance, the permit shall expire and a new permit application must be filed and fees paid.

#### **Denied**

- If denied, you will be given a reason as to why your permit was denied.
- Re-submission can occur at any time after appropriate changes are made.

**If you have any questions regarding the permit application or the process, please contact Carmen Parker, Community Development Director, at (317) 530-0206 or Whiteland Town Hall at (317) 535-5531.**



## RESIDENTIAL IMPROVEMENT LOCATION PERMIT APPLICATION

**Permit #:** \_\_\_\_\_

Location of Improvement	
Street Address	
Projected Start Date	

Property Owner Information			
Property Owner Name			
Property Owner Address	City	State	Zip
Primary Phone	E-mail		

Project Contact Information			
Contractor Name			
Contractor Address	City	State	Zip
Primary Phone	E-mail		

Type of Improvement			Utilities
<i>Type of Structure</i>	<i>Type of Work</i>	<i>Use of Proposed Structure</i>	Water Supply
<input type="checkbox"/> Principle <input type="checkbox"/> Accessory <input type="checkbox"/> Garage <input type="checkbox"/> Storage <input type="checkbox"/> Parking (Concrete/Asphalt) <input type="checkbox"/> Other _____ _____	<input type="checkbox"/> New <input type="checkbox"/> Addition <input type="checkbox"/> Remodel <input type="checkbox"/> Electrical Upgrade <input type="checkbox"/> Land Alteration <input type="checkbox"/> Other _____ _____	<input type="checkbox"/> Single Family Residential <input type="checkbox"/> Two-Family Residential <input type="checkbox"/> Multi-Family Residential	Sewage Disposal
			Electrical Power
			Plumbing Contractor & License #

Structural Characteristics		
Total Area (sq.ft)		
Total Number of Floors	Number of Rooms	Height of Structure
Total Number of Parking Spaces		Total Value of Construction

**Special Flood Hazard Area (SFHA) Data**

Flood Zone Classification	Base Flood Elevation	Lowest Floor Elevation
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Permits & Approvals			
<input type="checkbox"/>	Indiana Homeland Security	<input type="checkbox"/>	Sanitary Tap Fee
<input type="checkbox"/>	IDEM	<input type="checkbox"/>	Zoning Variance
<input type="checkbox"/>	IDNR	<input type="checkbox"/>	Zoning Amendment
<input type="checkbox"/>	HOA approval (if applicable)		

**AFFIDAVIT OF APPLICANT**

1. Work may not be started before a permit has been issued and posted, or available on site.
2. The permit will be considered VOID if work has not begun within 60 days of issuance.
3. The permit must be posted on site in a conspicuous location, visible from the street, and must remain in place during the entire period of construction.
4. If any changes or deviations are made from the original application, the Planning Department must be notified immediately.
5. The undersigned is responsible for erosion and sediment control plan.
6. The undersigned agrees to comply with 327 IAC 15-5 for any land disturbing activities.
7. The undersigned owner or agent understands that the approval of this application does not constitute a privilege to violate any applicable government ordinances, codes or laws. In addition, any omission or misrepresentation of fact, with or without intention of the undersigned, or any alteration or change from revocation of any permit issued which was based on the approval of this application.
8. The Town of Whiteland does not have the authority to enforce subdivision covenants or local homeowners association covenants.

\_\_\_\_\_  
*Applicant's Name (Printed)*                      *Applicant's Signature*                      *Date*

OFFICE USE ONLY			
<b>Zoning Review</b>			
Received	Approved By	Approval Date	Comments
<b>Stormwater Review</b>			
Received	Approved By	Approval Date	Comments
<b>Building Review</b>			
Received	Approved By	Approval Date	Comments
Fire Department Review		Water Department Review	
WWTP Review		Police Department Review	
<b>Site Inspection</b>			
Signature		Date	
Permit Fee		Date Received	
Receipt Number		Date Issued	
Permit Number		Date Denied	
Signed	Title	Date	

## Town of Whiteland Building Permit Guide

These are summaries and the property owner and contractor, if applicable, shall be required to review all standards, specifications, and ordinances of the Town of Whiteland. The Town’s standards and specifications can be found in the Town of Whiteland Design Standards and Specifications Manual and the Whiteland Typical Construction Guidelines and Details. Both of these documents can be found on the Town of Whiteland website, [www.townofwhiteland.com](http://www.townofwhiteland.com). If your subdivision has a homeowner’s association (HOA), an approval letter from the HOA is required before a permit will be issued. The contractor performing the work for the building permit shall follow all Town of Whiteland standards and specifications; and it will be their responsibility to research the standards and specifications. No work that goes against the Town of Whiteland’s standards and specifications will be performed without the review and written permission from the Town of Whiteland.

### Common Building Permits – Existing Residential

**Driveways/Driveway Extensions:** All residential driveway approaches shall have a base of 3 inches of compacted #53 stone and 6 inches of Class A concrete. The sidewalk shall be removed and replaced to meet the 3 inch sub grade and 6 inch concrete specification. The section of the driveway between the sidewalk and the dwelling shall have a subgrade of 3 inches of compacted #53 stone and 4 inches of Class A concrete.

**Fences:** Fences shall not be built in any drainage or utility easements. No fences shall be constructed between the front building line and the front property line of any platted lot or parcel of land in the Town. A corner lot is considered to have two front yards.

**Sheds/Mini Barns/Garages:** Accessory structures shall not be placed in a drainage or utility easement. Accessory buildings must be located behind the rear set back line of the primary structure. Accessory buildings must be located a minimum of 12 feet away from side lot lines and 6 feet away from the rear lot line.

**Patios and Decks:** Concrete patios shall have a subgrade consisting of 3 inches of compacted #53 stone. The concrete shall be 4 inches thick. Deck support posts shall be anchored in concrete.

**Re-model:** All remodels shall follow the current building, electrical, and plumbing code.

**Additions:** Additions must meet all set back requirements as defined in the Town of Whiteland Zoning Ordinance. All construction must follow current building, energy, electrical, fire, and plumbing code.

**Swimming Pools:** Swimming pools shall not be placed in a drainage and utility easement. All swimming pools shall follow all State of Indiana requirements for fencing and pool covers.

Required Inspections	
The permit holder is required to call in for all applicable inspections.	
<b>NEW RESIDENTIAL</b>	
<b>Footing</b>	Must be open trench
<b>Slab</b>	Plumbing installed before covering Electric installed before covering
<b>Rough-Ins</b>	ALL INSTALLED FOR VIEWING BEFORE DRYWALL Heating/Cooling Plumbing Electric Framing
<b>Final</b>	Finished product
<b>EXISTING RESIDENTIAL</b>	
<b>Remodel</b>	Rough-In & Final inspection. See above.
<b>Additions</b>	Footing, Slab, Rough-Ins & Final inspection. See above.
<b>Driveway/Driveway Extensions</b>	After subgrade is complete & forms installed
<b>Fences</b>	Initial site inspection to verify placement
<b>Sheds/Mini Barns/Garages</b>	Foundation, Rough-In & Final. See above.
<b>Patios &amp; Decks</b>	Initial site inspection to verify placement
<b>Swimming Pools</b>	Initial site inspection to verify placement
<b>To schedule inspections, please call Josh Wade at (317) 557-2955</b>	