

Town of Michiana Shores
601 El Portal Dr.
Michiana Shores, IN 46360-1175
Office Phone: (219) 874-3193 • Fax: (219) 874-3770

Building Commissioner: Steve Thomas (219) 898-0393

Application for a Building Permit

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Date: _____ **Address of Proposed Construction:** _____

The property owner (or designate) makes application for a Building Permit for the following work to be performed:

Property Owner: _____ Home Phone: _____
Address: _____ Cell Phone: _____
_____ Email: _____

Name of Builder: _____ Phone: _____
Address: _____ Cell Phone: _____
_____ Email: _____

Proposed Construction Start Date: _____ Proposed Completion Date: _____

- A. Work must commence within 6 months of issuance of the permit or it is void. B. Permit will expire in 1 year.**
- C. Permit is NOT transferable if ownership of property changes.**

The following must be submitted with your Application for all construction and for any structure added to the property:

The Applicant will provide a Project Statement of work to be performed showing the square footage of the lot, the square footage involved in the project, and the gross square feet of lot coverage by all structures.

- _____ Two sets of drawings for new construction and two sets of plat survey, sketches/explanation for minor modifications.
- _____ Two sets of site plan with septic and dry well location indicated.
- _____ Required La Porte County Health Department septic sign off and any additional County, State, or Federal permits required.
- _____ Department of Natural Resources (DNR) approval (sign-off letter), if required

Permit Fees – Section 2-2-12-2:

Project value:	\$500.00 to \$2,500.00:	\$ 50.00
	\$2,501.00 to \$5,000.00:	\$ 75.00
	\$5,001.00 to \$15,000.00:	\$ 100.00
	\$15,001.00 to \$25,000.00:	\$ 150.00
	\$25,001.00 to \$50,000.00:	\$ 250.00
	\$50,001.00 to \$100,000.00:	\$ 500.00
	\$100,001.00 and above:	@ .75 cents per sq. ft.

Total Permit Fee: _____ \$ _____

Total Inspection Fee(s): \$ _____

Reviewed by Commissioner Steve Thomas
Signature: _____
Date: _____

Property Owner or Contractor
Signature: _____
Date: _____

Inspections Required: See page 2.

Information needed for new construction: The gross area of the lot in square feet; the gross area of the lot currently covered by existing structures in square feet; the gross area of the lot that will be covered by the remaining structures and additions or renovations in square feet; the percentage of the lot that will be covered by the remaining structures and the additions or renovations; the total square feet of all renovations to the existing structure; the total square feet of all additions to the existing structure; a clearance letter from the County Board of Health; a clearance letter from the Indiana DNR if the structure is in the floodway; and a clearance letter from the Army Core of Engineers if required.

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Inspections Required

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ATTENTION

CONTRACTORS BUILDERS AND OWNERS

PLEASE READ THIS SECTION THOROUGHLY BEFORE YOU
SIGN A PERMIT.

IT IS YOUR RESPONSIBILITY AS PERMITEE TO KNOW WHAT CODES APPLY, TO KNOW
THE CODES, AND TO KNOW WHEN TO CALL FOR INSPECTIONS.

FAILURE TO DO SO MAY RESULT IN A WORK STOP ORDER AND OR A FINE.

EACH FAILED INSPECTION WILL BE LIABLE FOR AN ADDITIONAL INSPECTION AND FEE.

THE PROPERTY OWNER OR THE CONTRACTOR SHALL CONTACT BUILDING
COMMISSIONER STEVE THOMAS TO ARRANGE ALL INSPECTIONS.

UPON COMPLETION OF THE REQUIRED INSPECTIONS, A
FINAL BUILDING INSPECTION MAY BE REQUIRED, AS DETERMINED BY
THE BUILDING COMMISSIONER.

UPON SATISFACTORY COMPLETION, A CERTIFICATE OF OCCUPANCY
WILL BE ISSUED.

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INSPECTIONS ARE DUE FOR:

(\$80.00 each inspection)

- 1. Footings (for depth and rebar)
- 2. Foundation Walls and Drains
- 3. NIPSCO Electrical Hookup
- 4. NIPSCO Gas Hookup
- 5. Rough Electrical
- 6. Rough Plumbing
- 7. Rough Mechanical
- 8. Framing
- 9. Any Structural Changes (which may include windows, doors, etc.)
- 10. Roof Replacement
- 11. Swimming Pools
 - In-Ground Swimming Pool:
 - A. Footings
 - B. Electric bonding
 - C. Plumbing
 - D. Gas line IF heater installed
 - E. Final
 - Above Ground Swimming Pool:
 - A. Electric
 - B. Gas line IF heater installed
 - C. Final
- 12. Final Inspection, or as determined by the Building Commissioner

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Application for a Building Permit

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Property Address: _____
 Property Owner: _____
 Date: _____

A Project Statement of Work to be performed showing the following:

- | | | |
|--|------------------|---------|
| a) The gross area of the lot in square feet | a) _____ | Sq. Ft. |
| b) The gross area of the existing structure(s) in square feet | b) _____ | Sq. Ft. |
| c) The gross area of the lot that is <u>not</u> covered by any structure(s) | a – b = c) _____ | Sq. Ft. |
| d) The percentage of the lot currently covered by any structure(s) | b ÷ a = d) _____ | % |
| e) The area of the new structure(s) requested by this permit | e) _____ | Sq. Ft. |
| f) The area of the lot that will be covered by <u>all</u> structures and additions (both existing and new) | e + b = f) _____ | Sq. Ft. |
| g) The percentage of the lot that will be covered by <u>any</u> structures <u>after</u> all of the additions and renovations are added | f ÷ a = g) _____ | % |

The following are required only if requested by the Building Department:

- _____ A clearance letter or permit from the County Board of Health
- _____ A clearance letter from the Indiana DNR if the structure is in a floodway. All floodway lots require this clearance: This lot is _____ is not _____ in the floodplain.
- _____ A clearance letter from the U.S. Army Corp of Engineers, if requested.

Form Date: 4-2-2019 All earlier application forms are void.

Note: *ZONING RULES do not allow any signage in the yard area of the property by any contractor.*

ZONING SETBACK REQUIREMENTS are 30 feet from the front property line and 10 feet from the side and rear property lines.