

## TOWN OF PITTSBORO RESIDENTIAL BUILDING PROCEDURES

### FAILURE TO COMPLY WITH THE TOWN OF PITTSBORO'S BUILDING PROCEDURES COULD RESULT IN PENALTIES.

1. Submit a **hard copy** to April Wrigley, at the Pittsboro Town Hall **and** submit a **digital copy** to [inspections@townofpittsboro.org](mailto:inspections@townofpittsboro.org).
  - a. plot plan
  - b. blue prints
  - c. erosion control plan
  - d. preliminary "as designed" energy approval form
  - e. truss drawings with the floor and truss layout page and the engineer's stamp (unless stick built)
  - f. completed application
2. Allow five (5) business days to review the items listed under the above procedure (item #1), if everything is in order, the building permit will be issued and notification will be made to the General Contractor listed on the application.
3. Payment is to be made at the Pittsboro Town Hall at 80 N. Meridian St., at which time you will be given the permit.
4. The building permit must be placed in a location on the building site that is visible from the street and shall remain in place during the entire period of construction, otherwise, the building permit becomes void per the Indiana Code (IC).
5. Any changes or deviations made from the original application, must be submitted to the building department and a new permit may be required.
6. A temporary construction entrance must be installed in conjunction with the initial grading.
7. Trash and debris containments are required for each lot under construction, **burying or burning trash or debris on construction site is strictly prohibited.**
8. Restroom facility (port-a-pot) or equivalent shall be placed within every four hundred feet (400) of each lot under construction.
9. For all building inspections email 24 hours in advance at [inspections@townofpittsboro.org](mailto:inspections@townofpittsboro.org).
  - a. Footing – needs to be inspected before it is poured
  - b. Foundation – needs to be inspected before it is poured
  - c. Slab I - Plumbing
  - d. Slab II - Foundation – visqueen, pea gravel and styrofoam
  - e. Rough-in structural – HVAC, plumbing and electrical all needs to be inspected before the insulation is put in.  
NOTE: If there is a fireplace, it will be inspected at this time.
  - f. Energy – insulation needs inspected before drywall is installed
  - g. Sewer – needs to be inspected before it is covered over the fill
  - h. Water
  - i. Sump pump drains- have to be inspected as it is attached to the storm drain or were it is day lighted
  - j. Driveway and sidewalks need to be inspected before they are poured
  - k. FINAL – includes landscaping. This is when the Certificate of Occupancy (C of O) is issued.

**RESIDENTIAL BUILDING PERMIT APPLICATION**

Town of Pittsboro

80 N. Meridian Street P.O. Box 185

Pittsboro, IN 46167

(317) 892-7661

**PROJECT INFORMATION**

Site Address:			Lot Number:	
Parcel #:			<b>Permit Number:</b>  <b>26-</b>	
Subdivision:				
Zoning Class:		Value of Construction: (Labor & Materials)		
Permit Type:	<input type="checkbox"/> New SFR			

Are there any covenant or deed restrictions that regulate the use or development of this property? No or Yes (If yes, attach copy.)

**OWNER/BUILDER INFORMATION**

Builder Information:	Name:	Address:	Phone:	Email:
Owner:			( )	
General Contractor:			( )	
Plumbing/Irrigating Contractor:			( )	
	License #:			

Type of Bearing Wall Construction: ☐ Masonry ☐ Reinforced Concrete ☐ Pole ☐ Structural Steel ☐ Wood Frame

Other: \_\_\_\_\_

Type of Heating: ☐ Gas ☐ Electric Foundation: ☐ Slab ☐ Basement ☐ Crawl**ZONING REQUIREMENTS**

Lot Dimensions			Set Backs			Building			
Width:		Ft.	Front Yard:		Ft.	Finished Basement:		Sq. Ft.	# Bedrooms:
						First Floor:		Sq. Ft.	# Bathrooms:
Depth:		Ft.	Side Yards:	R:	Ft.	Second Floor:		Sq. Ft.	# Fireplaces:
				L:	Ft.	Total Living:		Sq. Ft.	Type of Exterior:
Total Area:		Sq. Ft.	Back Yard:		Ft.	Total Garage:		Sq. Ft.	# of Off Street Parking:

Fees: Permit: \$ \_\_\_\_\_, Inspections: \$ \_\_\_\_\_, Electric (if applicable): \$ \_\_\_\_\_,

Gas (if applicable): \$ \_\_\_\_\_, Water Tap Fee: \$ \_\_\_\_\_, Water Availability Fee: \$ \_\_\_\_\_,

Sewer Tap Fee: \$ \_\_\_\_\_, Sewer Availability Fee: \$ \_\_\_\_\_, Park Impact Fee: \$ \_\_\_\_\_,

Storm Water Fee: \$ \_\_\_\_\_, **Total: \$ \_\_\_\_\_ (Fees subject to change)**

RECEIPT # \_\_\_\_\_ DATE: \_\_\_\_\_ CK # \_\_\_\_\_ PAY GOV # \_\_\_\_\_ CASH

**AGREEMENT**

I, the undersigned, agree that any construction, reconstruction, enlargement, relocation, or alteration of structure will conform to any applicable governmental ordinances, codes, laws, or private restrictions. I further certify that the construction will not be used or occupied until a Certificate of Occupancy has been issued by the Town of Pittsboro Building Department.

\_\_\_\_\_  
Signature of Applicant/Authorized Agent\_\_\_\_\_  
Date\_\_\_\_\_  
Administrative Representative\_\_\_\_\_  
Date