



**Putnam County**  
**Building & Planning Department**  
1 Courthouse Square 4<sup>th</sup> Floor Room 46  
Greencastle, IN 46135  
(765) 301-9108

## **BUILDING PERMIT PLAN REQUIREMENTS**

The following **MUST** be submitted with the building plans:

1. Permit Application – Form provided from Planning Department – **DO NOT USE ONE FROM WEBSITE**
2. One Set of Building Plans (if larger than 11 X 17 a PDF will also need to be provided)
3. Plot plan
4. Letter of approval from Homeowner's Association
5. Driveway Cut Permit (if applicable)

The Plot Plan **MUST** include the following:

1. Property lines
2. Existing structures
3. Proposed structures
4. Distance structures are from property lines

The Building Plans **MUST** include the following:

1. Elevations – provide complete drawings of all proposed front, rear and both side elevations, include patio covers, decks and fireplaces; Indicate all materials used (i.e. stucco, concrete block, glass block, roofing systems, siding, veneers, etc.); Note and specify all roof slopes; provide adequate attic ventilation; note and dimension that masonry chimneys must terminate a minimum of 2 feet above any point of a roof within 10 feet measured horizontally but not less than 3 feet above the highest point where the chimney passes through the roof.
2. Framing Plans – provide complete roof and floor framing plans showing size, spacing and span of all framing members (if using engineered joists/trusses); note and detail tie straps, framing anchors, and joist hangers; locate sky lights and roof openings; provide detail of framing around openings in floor or roof system; detail all connections from the foundation to the roof (detailed wall cross section); provide one set of complete truss plans (if using engineered trusses)

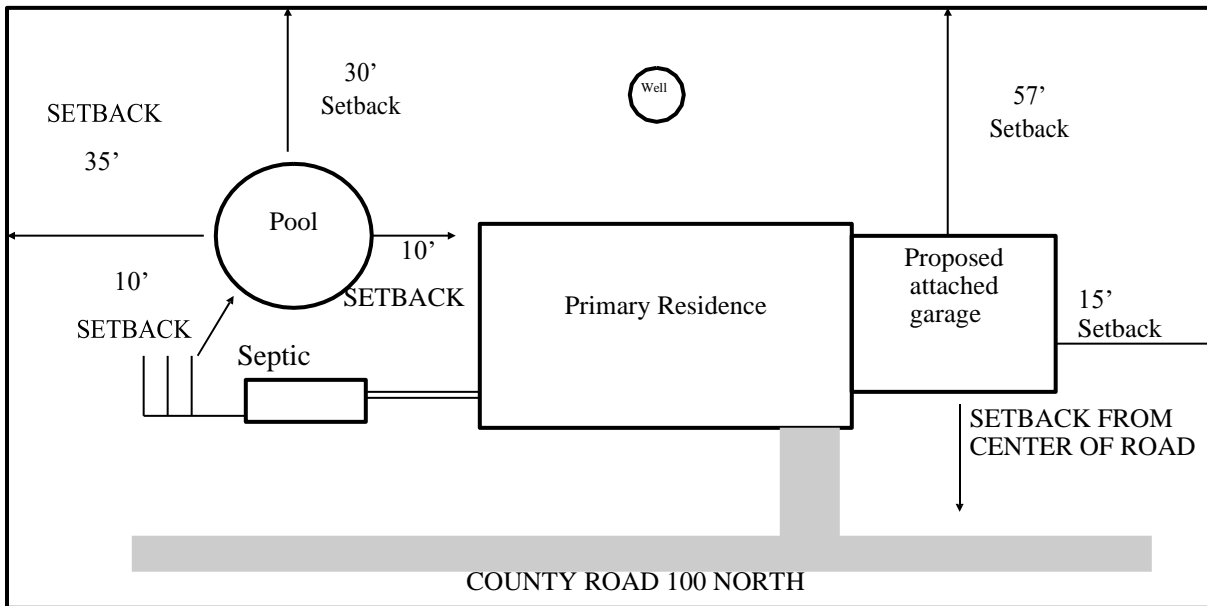
### **Application Process:**

Application is made at the Planning & Building Department **AFTER** septic system approval is obtained from the Putnam County Health Department (if applicable). Plans will be reviewed and a representative from the Planning & Building Department will contact you to notify you that your permit is ready to be picked up along with the approved copy of the plans. Approved plans must always be placed in a watertight container and be accessible by the building inspector during construction. Building permit must be posted at the site during construction.

## **Setback Example**

"Not Drawn to Scale"

[Type here]



### **Plot Plan Requirements**

- Lot Dimensions and area
- Location and dimensions of all structures including garages, carports, and other accessory buildings
- The proposed structure with dimensions and setbacks
- Showing any easements

### **Setbacks**

The measured distance from the proposed structure to property lines and/or primary residence, all that is applicable. Setback distances are determined based on what the property is zoned and/or structure use.

For a complete definition or zoning classification please call (765) 301-9108.

**\*You must be the property owner or a listed contractor with this department to apply for any building permits.**