



**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. Plot plan
3. Letter of approval from Homeowner’s Association (Heritage Lake; VanBibber Lake)

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

1. Property lines
2. Existing structures
3. Proposed structures
4. Distance structures are from property lines
5. Location of Septic.

The Pool plans **MUST** include the following:

1. Pool Specs- provide drawing of the size, shape, and depth of the pool.
2. Safety- Show all fences and entrances. If using a pool cover please specify on the plans.

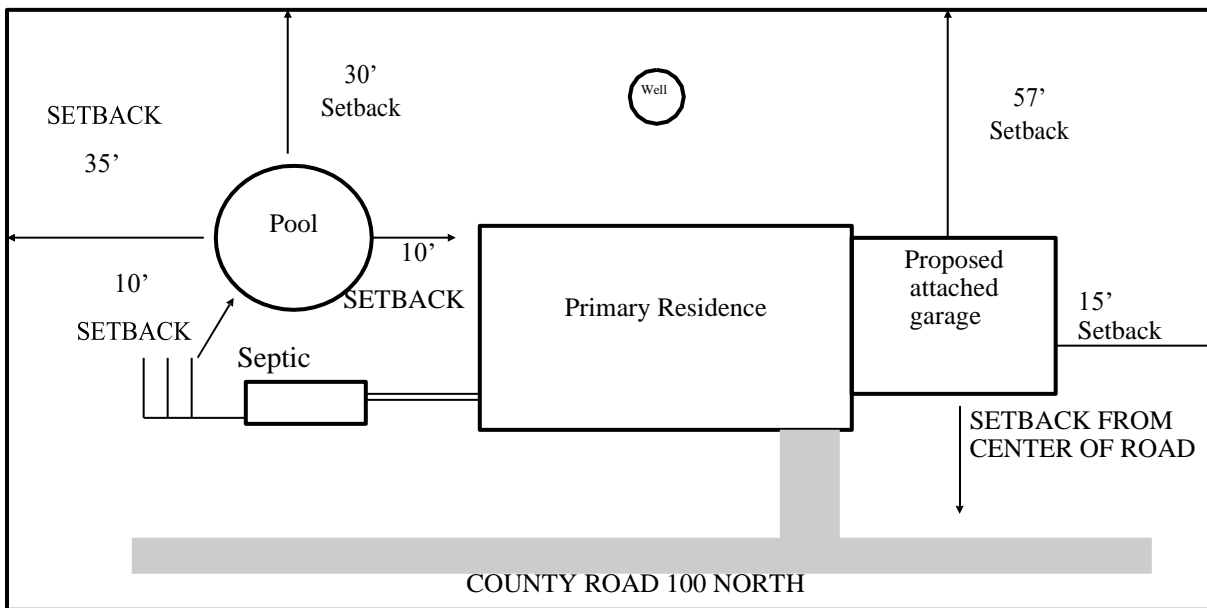
**Application Process:**

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.**