



Putnam County
Building & Planning Department
1 Courthouse Square 4th 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
2. One Set of Building Plans (if larger than 11 X 17 a PDF will also need to be provided)
3. Plot plan
4. Septic Permit or municipal sewer permit
5. Letter of approval from Homeowner's Association
6. Driveway Cut Permit (INDOT/ Highway Department)

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. Foundation details – Detailed Wall cross section
2. Slabs shall be shown, and their thickness specified
3. Foundation drains must be shown on plans (can be included on detailed wall cross section), note on crawl space locations of vents or
4. Floor Plan – label uses of all rooms, spaces, and their size, show all door locations and widths; provide all window sizes, types, and locations of tempered glass; comply with bedroom and basement window egress requirements; show maximum sill height of 44 inches in bedroom and basement egress windows; detail and specify basement window wells showing minimum width at egress window of 36 inches & permanent egress ladder complying with IRC 310.2; provide access to each separate attic and crawl spaces; designate location of water heaters
5. 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.
6. Framing Plans – provide complete roof and floor framing plans showing size, spacing and span of all framing members (if using engineered joists/trusses); provide one set of complete truss plans (if using engineered trusses)
7. Wall Cross Section- note and detail tie straps, framing anchors, and joist hangers; Note how rafters/trusses will be secured to the wall, toenailing, hurricane clips, etc.; detail all connections from the foundation to the roof (detailed wall cross section), show insulation R-Values, size of wall construction and rafters (if applicable)
8. Electrical Plan – provide electrical plan showing outlets, switches, and lighting; provide hardwired and interconnected smoke detectors and carbon monoxide detectors as required (show locations and note installation requirement on drawings)
9. Plumbing Plans – provide plumbing plan showing sinks, showers, tubs, toilets, fans, and GFCI outlets; indicate location of sump and sewage ejectors on the plumbing plan
10. Mechanical Plans – include location of furnace; show exhaust fan locations in bathrooms and laundry rooms in lieu of operable windows; detail and not the method of meeting combustion air requirements for gas appliances; indicate stove/oven hood vent

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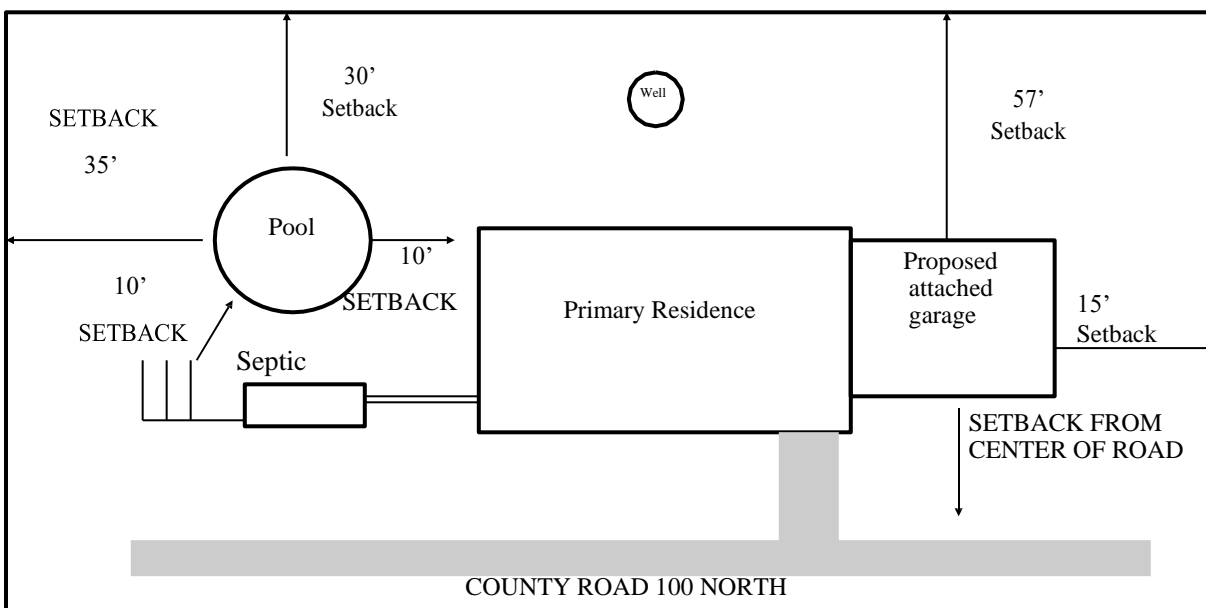
11. Energy Code compliance – If choosing the Performance method, please provide the “as built” packet from a third-party Energy Code specialist. If choosing Prescriptive, please ensure Energy Code is being met on the plans provided. Listed is the link to Energy Code compliance: <https://codes.iccsafe.org/content/INRC2020P1/chapter-11-re-energy-efficiency>

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”



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.**