



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

Requirements for IBS Home:

1. Foundation plans
2. Floor Plans
3. ResCheck Energy Report
4. Seal of Acceptance from Homeland Security
5. Picture of the IBS Seal

Requirements for HUD Home:

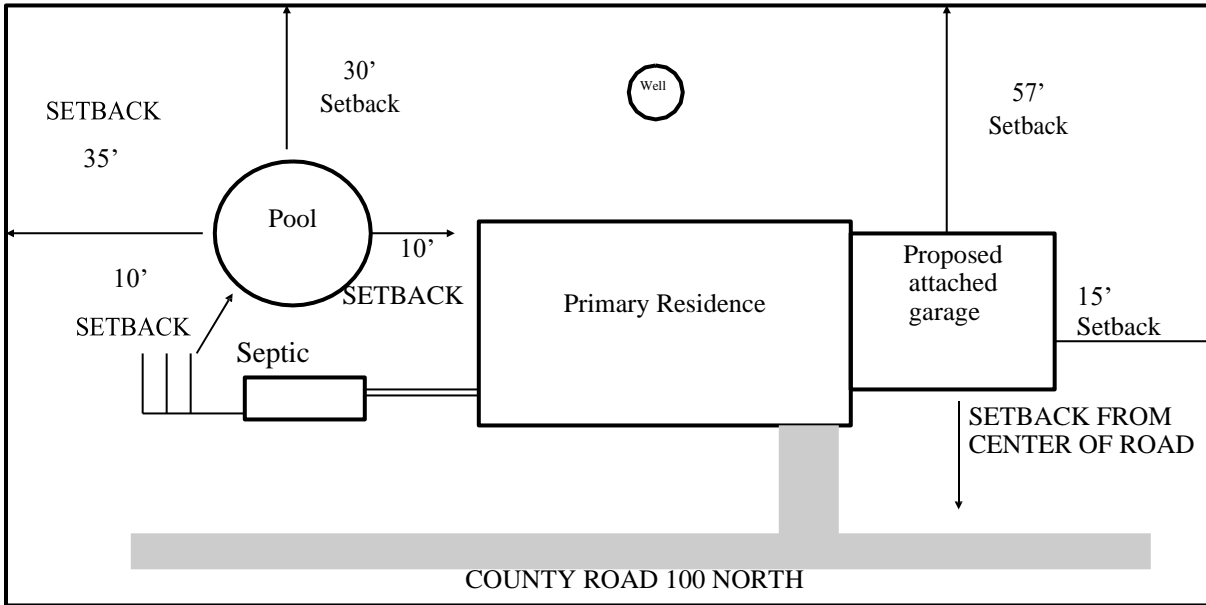
1. Foundation plans
2. Floor Plans
3. Name and License # of the [state of Indiana Licensed Manufacturer Home Installer](http://www.in.gov/pla/mfghome.htm). <http://www.in.gov/pla/mfghome.htm>
4. Picture of the HUD Certified label.
5. Picture of the Manufacturers Data Plate.
6. Submit a copy of the Manufactured Home Transfer/Moving Permit in accordance with [Indiana Code 6-1.1-7-10](#) from the Treasurer of the county from where the home is being moved from.

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.**