

# DO YOU NEED A PERMIT?

## IF YOU ARE DOING ANY OF THESE THINGS YOU NEED ONE

1. NEW CONSTRUCTION
2. ADDING SQUARE FOOTAGE (ROOM ADDITIONS)
3. PORCHES, PATIOS, DECKS & BALCONIES
4. GARAGES, POLE BARNs & YARD SHEDS
5. FENCES OVER 6' & SIGNS
6. GENERAL, AGRICULTURAL, & INDUSTRIAL BUSINESS BUILDINGS
7. TEMPORARY TRAILERS & TOWERS
8. ELECTRICAL UPGRADES
9. POOLS

Benton County Building Commissioner  
706 East 5<sup>th</sup> Street  
Fowler, Indiana 47944  
765-884-1728  
Fax: 765-884-2072

## Commercial Building

1. Fill out permit application and pay required fee
2. Provide a certified blue print of construction
3. I will get an aerial view of your property and will come to the site as soon as you have it staked or flagged
4. A State Building Design Release Plan Review@ Indiana Department of Homeland Security is required before any construction starts. If a septic system is needed, a design release is required through the Indiana State Department of Health and also a certified soil test
5. Footers are inspected before any cement is poured
6. Electrical rough-in inspection, which can be done with rough frame and plumbing if ready
7. Insulation inspection
8. Final inspection. This is to insure you get your Certificate of Occupancy

Call if you have questions

## BENTON COUNTY BUILDING COMMISSION

SALLY SLAVENS  
BUILDING COMMISSIONER  
PHONE (765) 884-1728

BENTON COUNTY COURTHOUSE  
706 E. 5<sup>TH</sup> ST., SUITE 12  
FOWLER, IN 47944

### BENTON COUNTY BUILDING COMMISSION RESIDENTIAL INSPECTION SCHEDULE

THIS IS A BASIC GUIDELINE TO SHOW WHAT HAS TO BE COMPLETED BEFORE ANY INSPECTIONS ARE SCHEDULED. ADDITIONAL WORK MAY BE REQUIRED BEFORE THE STRUCTURE WILL PASS AN INSPECTION. THESE ADDITIONAL REQUIREMENTS WILL BE WRITTEN OUT AT THE TIME OF THE INSPECTION AND BE LEFT POSTED FOR COMPLETION. AFTER THE CORRECTIONS, A REINSPECTION WILL BE REQUIRED. PLEASE CALL 765-884-1728 TO SCHEDULE THE REINSPECTION. IF YOU WANT THE SAME DAY INSPECTION SCHEDULED, YOU WILL NEED TO CALL BEFORE 9:00 A.M. THAT DAY TO BE ROUTED FOR INSPECTION.

1. FOUNDATION: STANDARD FOOTER: AFTER FOOTER HAS BEEN DUG OR FORMS SET

SLAB: AFTER FILL IS DONE, VISQUEEN INSTALLED, WIRE MESH  
INSTALLED (IF NEEDED), INSULATION IS INSTALLED (IF NEEDED)

MONOSLAB: AFTER FOOTERS ARE DUG, FILL AND VISQUEEN  
720 SQ. FT. INSTALLED, VEGETATION REMOVED, WIRE MESH  
MAXIMUM INSTALLED (IF NEEDED), INSULATION INSTALLED  
(IF NEEDED)

2. TEMPORARY POLE: AFTER POLE IS INSTALLED, GROUND ROD IS INSTALLED,  
POLE IS PROPERLY BRACED

3. ROUGH IN: AFTER STRUCTURE IS CLOSED, ROOF IS COMPLETED,  
FIRE STOPPING IS COMPLETED, DRYER DUCT IS  
INSTALLED, NAIL GUARDS ARE INSTALLED

ELECTRICAL WIRING IS INSTALLED FROM SERVICE PANEL TO POINT  
OF TERMINATION, REQUIRED BOXES ARE INSTALLED  
BUT APPLIANCES & FIXTURES ARE NOT INSTALLED

MECHANICAL HEAT & COLD AIR DUCTS ARE INSTALLED IN ATTIC,  
FLUES ARE INSTALLED, BATH VENTS ARE INSTALLED

Benton County Building Commissioner  
706 East 5<sup>th</sup> Street  
Fowler, Indiana 47944  
765-884-1728  
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This is a list of required steps for pole buildings, sheds, garages, additions, remodels, swimming pools, and fences over 6' tall

1. Fill out permit application and pay required fee.
2. Provide a rough drawing of construction on the attached graph paper, including existing buildings and their relation to the construction. This does not have to be scale, but must include the dimensions, doors, and windows.
3. I will get an aerial view of your property and will come to the site as soon as you have it staked or flagged.
4. I will issue the permit at the time of the inspection.
5. If footers are involved or pole building holes, I need to see them before any cement is poured.
6. If electricity is involved, there needs to be a rough-in inspection, which can be done with the rough frame and plumbing if ready.
7. Insulation inspection
8. Drywall inspection
9. Final inspection. This is to insure you get your Certificate of Occupancy

Call if you have questions

**I have read and fully understand the rules and guidelines set forth in this packet. I also understand the penalties that can occur if I do not follow the rules up to and including a stop work order being issued.**

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Building Commissioner: \_\_\_\_\_ Date: \_\_\_\_\_

Sally Slavens

BENTON COUNTY PLAN COMMISSION  
706 EAST 5<sup>TH</sup> STREET, SUITE 12  
FOWLER, IN 47944  
765-884-1728  
765-884-2072 fax

**Application for Building Permit**

Name of Applicant \_\_\_\_\_ Date \_\_\_\_\_ Permit # \_\_\_\_\_

Site/Project Address \_\_\_\_\_ Phone# \_\_\_\_\_

Is Address Clearly Marked Yes \_\_\_\_\_ No \_\_\_\_\_ Do You Have A Dog Yes \_\_\_\_\_ No \_\_\_\_\_

Legal Description of Real Estate \_\_\_\_\_

Name of Owner of Real Estate \_\_\_\_\_

Address \_\_\_\_\_

Flood Plain Yes \_\_\_\_\_ No \_\_\_\_\_ Zoning \_\_\_\_\_ Township \_\_\_\_\_

Type of Structure \_\_\_\_\_

Proposed Use \_\_\_\_\_ Present Use \_\_\_\_\_

Contractor \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_

Electrician \_\_\_\_\_ Address \_\_\_\_\_ Phone# \_\_\_\_\_

New Construction Cost \$ \_\_\_\_\_ Building Start Date \_\_\_\_\_

New Construction: Width \_\_\_\_\_ Length \_\_\_\_\_ Sq.Ft. \_\_\_\_\_ Height \_\_\_\_\_

Foundation Walls: Kind \_\_\_\_\_ Depth \_\_\_\_\_ Width \_\_\_\_\_

Footings: Kind \_\_\_\_\_ Depth \_\_\_\_\_ Width \_\_\_\_\_

Exterior Walls \_\_\_\_\_ Thickness \_\_\_\_\_

Interior Walls \_\_\_\_\_ Thickness \_\_\_\_\_

Roof: Kind \_\_\_\_\_ Framing \_\_\_\_\_

**\*Site must be staked out for inspection before permit will be granted.**

Applicant represents that all details of the proposed structure will comply in all respects with and conform to all applicable laws of the State of Indiana and Ordinances of Benton County, Indiana and all acts amendatory and supplemental thereto. **Site and Elevation is required for all construction.**

**Applicants Signature** \_\_\_\_\_

Signed Building Commissioner \_\_\_\_\_

Received Permit Fee \$ \_\_\_\_\_ Date \_\_\_\_\_

I have read and fully understand the rules and guidelines set forth in this packet. I also understand the penalties that can occur if I do not follow the rules up to and including a stop work order being issued.

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Building Commissioner: \_\_\_\_\_ Date: \_\_\_\_\_



LIST OF CONTRACTORS & SUB-CONTRACTORS

HOMEOWNER

PERMIT NO.

SITE ADDRESS

1. CONTRACTOR:

ADDRESS

PHONE NUMBER

2. SUB-CONTRACTORS:

A. CONCRETE & EXCAVATING:

ADDRESS

PHONE NUMBER

B. ELECTRICAL:

ADDRESS

PHONE NUMBER

C. HEATING & AIR CONDITIONING:

ADDRESS

PHONE NUMBER

D. MASONRY WORK, STONE MASONRY, BRICKLAYING:

ADDRESS

PHONNUMBER

E. DRYWALL:

ADDRESS

PHONE NUMBER

F. PLUMBING:

ADDRESS

PHONE NUMBER

G. SEPTIC

ADDRESS

PHONE NUMBER

H. WELL:

ADDRESS

PHONE NUMBER