

REQUIRED MATERIALS FOR DECK PERMITS

The following materials shall be submitted and reviewed by the Johnson County Planning & Zoning Department PRIOR to the approval of a residential building permit. If any of the materials are absent, the building permit **WILL NOT BE ISSUED** until all the required materials are submitted. Depending upon your project, not all of these items may be required.

IT CAN TAKE UP TO 7-10 BUSINESS DAYS FOR REVIEW DEPENDING ON THE WORKLOAD OF THE DEPARTMENT

- **A Current Contractor Listing:** If the contractor is pulling the permit, they must be listed with the county.
- **A Signed & Notarized Contractor Listing Exemption Affidavit:** If the homeowner is pulling the permit.
- A completed, signed & dated **Application Form:** Also available on the Johnson County Planning & Zoning website
- One copy of the **recorded deed** for the property (with Recorder's Stamp), unless it is in a subdivision - available from the Johnson County Recorder's Office (317-346-4385)
- **Two** copies of the **site plan** to **SCALE** showing: (see attached example)
 - ➡ All Property lines & streets
 - ➡ The location and size of all existing and proposed structures
 - ➡ The distance from each structure to the property lines and distance to the rights-of-way line
 - ➡ The location of the septic field (if applicable)
 - ➡ The location of all existing and proposed driveways
 - ➡ The location of all drainage, utility, and road easements located on the property
 - ➡ Drainage and spot elevations
 - ➡ An arrow indicating North
- **Two** copies of the **building plans** drawn to **SCALE:** The set of building plans shall include: (see attached examples)
 - 1** Elevations (front, back, both sides)
 - 2** Foundation Plan
 - 3** Floor Plan
 - 4** Specifications for engineered products (if sub contractors used)
 - 5 (NOTE: Sub-Contractors info must be provided)**

CONTRACTOR LISTING EXEMPTION AFFIDAVIT

I _____, do hereby state that as of this ____ day of _____, 20____ that I am now, and will continue to perform and assume all the responsibilities of and conduct all activity normally performed by a general contractor for the construction of; an addition to; remodeling or renovation of the structure which I intend to or do now occupy. I understand that by executing this document I am assuming any and all legal responsibilities for conforming to all the laws, ordinances, rules and regulations enacted or adopted by Johnson County, Indiana, the State of Indiana, and the United States of America, which pertain to construction, remodeling or renovation of structures in Johnson County, Indiana. This responsibility includes the payment of pertinent fines, fees or penalties.

I HEREBY AFFIRM, UNDER PENALTIES OF PERJURY, THAT THE FOREGOING REPRESENTATIONS ARE TRUE AND CORRECT.

Signature of Applicant

Printed name of Applicant

State of Indiana)
) SS:
County of _____)

SUBSCRIBED AND SWORN TO BEFORE ME, a notary public,
on this _____ day of _____, 20 ____.

Signature of Notary Public

My Commission Expires: _____

Printed name of Notary Public

Residing in: _____ County, Indiana



Johnson County Department of Planning & Zoning
Residential Building Permit Application

LOCATION OF WORK:

Address: _____

City/Zip: _____

Township: _____

Subdivision: _____

Section: _____ Lot #: _____

CONTRACTOR: (only fill this section out,

if you are a listed contractor) (if you are the homeowner
pulling permit, just write HOMEOWNER)

Name: _____

Address: _____

City/State/Zip: _____

Telephone #1: _____

Telephone #2: _____

Email: _____

How would you like to be notified when the permit

is ready?(please circle one) Phone or Email

PROPERTY OWNER(S):

Name(s): _____

Address: _____

City/Zip: _____

Telephone #1: _____

Telephone #2: _____

Email: _____

How would you like to be notified when the permit

is ready?(please circle one) Phone or Email

*I Certify the information contained on this form, and the plans
submitted are complete and accurate under the penalties of
Perjury. I will be responsible for all applicable laws and ordinances,
and understand that approval of plans and the issuance of a permit
DOES NOT obviate the need to comply with these laws and ordinances.
I agree to hold harmless and indemnify Johnson County, Indiana for any
losses, claims, or liability resulting from the undersigned, principal,
sub-contractor, or supplier's errors of omission and/or commission.*

NOTE: Your project may increase septic system requirements.

NATURE OF WORK:

☐ Addition _____

☐ Barn/Shed/Pool House _____

☐ Deck _____

☐ Garage _____

☐ Pool: ☐ In Ground ☐ Above Ground ☐ Hot Tub/Spa

Framing Type: _____

Automatic Cover or Fence? _____

☐ Remodel _____

☐ Single Family Residence

INTENDED USE OF STRUCTURE: (check one)

☐ Residential:

Items Stored: _____

Note – item stored is only required for barns/sheds

☐ Agricultural:

Acreage: _____

Items Stored: _____

Note – item stored is only required for barns/sheds

Model Home: _____

CONSTRUCTION DETAILS:

Approx. Value of Construction: \$ _____

Total Floor Area (everything under roof): _____ sq. feet

Height to Peak (lowest to highest point) _____

Number of Stories: _____

Number of Bedrooms: _____ Bathrooms: _____

Full Basement: ☐ Yes ☐ No

Partial Basement: ☐ Yes ☐ No

If yes, (please mark) ☐ Finished ☐ Unfinished

Advanced Structural Component(s) Being Used Yes/No

Mark Which Components: (circle one)

☐ I-Joists Floor System Components

☐ I-Joists Truss System Components

(Please indicate if you are using lightweight I-joists or lightweight roof trusses.)

OTHER DETAILS:

Sewer Permit: _____

(Please enter the city, and also include a copy of the permit)

Septic Permit #: _____

(Please enter the Septic Permit #, and include a copy of the permit)

Water: _____

(Please enter the city, and also include a copy of the permit)

Driveway Permit #: _____

Signature of Applicant

Printed/Typed Name

Date

DEPARTMENT USE ONLY

Date Received: _____

Time Received: _____

Parcel #: 41- _____

Section: _____

Township: _____

Range: _____

Zoning: _____

Permit #: _____

Permit Fee: _____

Receipt #: _____

Cash: _____ Credit: _____ Check #: _____

Date Released: _____

Contractor Listing #: _____

Current? Yes ☐ No ☐

Plan Commission/BZA/Variance Hearing Officer approval needed?

Yes ☐No ☐

Case #: _____

Approval Date: _____

SWPPP/Stormwater Review:FEMA Flood Hazard: ☐ Yes ☐ No

F.I.R.M.#: _____

Localized Flood: ☐ Yes ☐ No

MEPG: Rear = _____ Front = _____

SWPPP/Stormwater Approved: _____

SWPPP/Stormwater Denied: _____

By: _____

Stormwater Permit #: _____

Site Plan Review:Open Violations: ☐ No

Variance, Special Exception, Rezoning:

All applicable conditions, commitments, etc. met:

☐ Yes ☐ NA

If in plat, all setback requirements, easements, and miscellaneous requirements met:

☐ Yes ☐ NAIf **not** in plat, lot dimension requirements met or original lot of record:☐ Yes ☐ NASetback & Height requirements met: ☐ Yes

Site Plan Approved: _____ By: _____

Primary Residential StructureLUV approved: ☐ YesAccessory Apartment: ☐ No**Accessory Structure**Living quarters: ☐ No*Agricultural Zone **or** for Agricultural Use*Under 50 ft. in height in A-1 **or** less than 35 ft in height residential zone: ☐ Yes*Residential Zone **and** for Residential Use*Less than height of house: ☐ YesProposed Structure + Existing Accessory Structures less than 50% sq.ft. of house: ☐ Yes**Addition/ Interior Remodel or Repair (primary structure)**Living quarters: ☐ No**Pool** - Automatic Cover **or** 4 foot fence: ☐ Yes**Building Plan Review:**

Square Footage Calculation:

_____	1 st Floor
+ _____	2 nd Floor
+ _____	Basement
+ _____	Bonus Room
+ _____	Porch
+ _____	Garage
= _____	Total
	x.10/square foot
= _____	Total

Building Plans Approved: _____

Building Plans Denied: _____

By: _____

Johnson County Department of Planning & Zoning
Sub-Contractor Sign-Off Sheet

To all concerned: the submission of drawings for plan review are to consist of:

Structural: Foundation drawings; floor plans w/ dimensions and room names; wall section; roof framing detail or stamped truss drawings. (These plans are mandatory and may not be omitted)

Electrical: Outlet and switch locations, smoke detectors, panel and meter base locations, ceiling fans and lighting fixtures.

Plumbing: A basic plumbing schematic of the drain, waste, and venting system.

HVAC: A drawing showing the locations of the return and supply air grills and their sizes, plus the location of the HVAC Equipment

Electrical Sub-Contractor: _____

Address: _____

Contact Number: _____

Email: _____

☐ Will be performing the work

☐ Will be overseeing the work

Plumbing Sub-Contractor: _____

Address: _____

Contact Number: _____

Email: _____

License #: _____

☐ Will be performing the work

☐ Will be overseeing the work

HVAC Sub-Contractor: _____

Address: _____

Contact Number: _____

Email: _____

☐ Will be performing the work

☐ Will be overseeing the work

Project Address: _____

Permit Holder: _____

Signature

Date

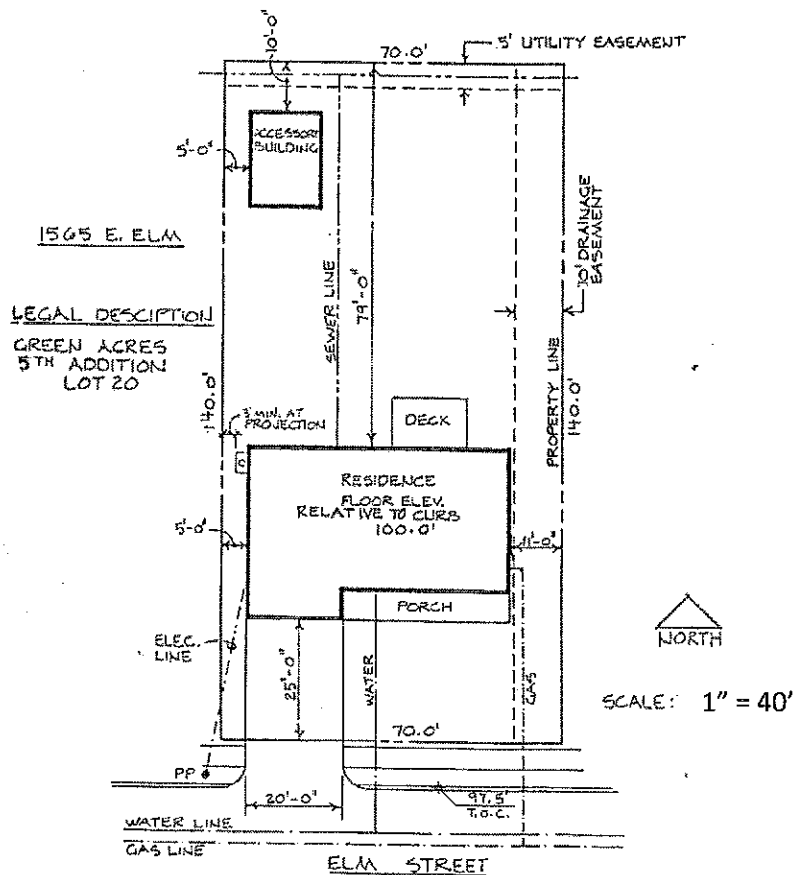
By signing above, I hereby affirm that all work performed shall be applicable to the codes enforce with the State of Indiana and the County of Johnson. I have received this form in lieu of submitting requested drawings or schematics for plan review.

Sub-Contractor Sign-Off Sheet

updated 5-1-19

SAMPLE SITE PLAN

JOHNSON COUNTY DEPARTMENT OF PLANNING AND ZONING



(see reverse side for full-size site plan)

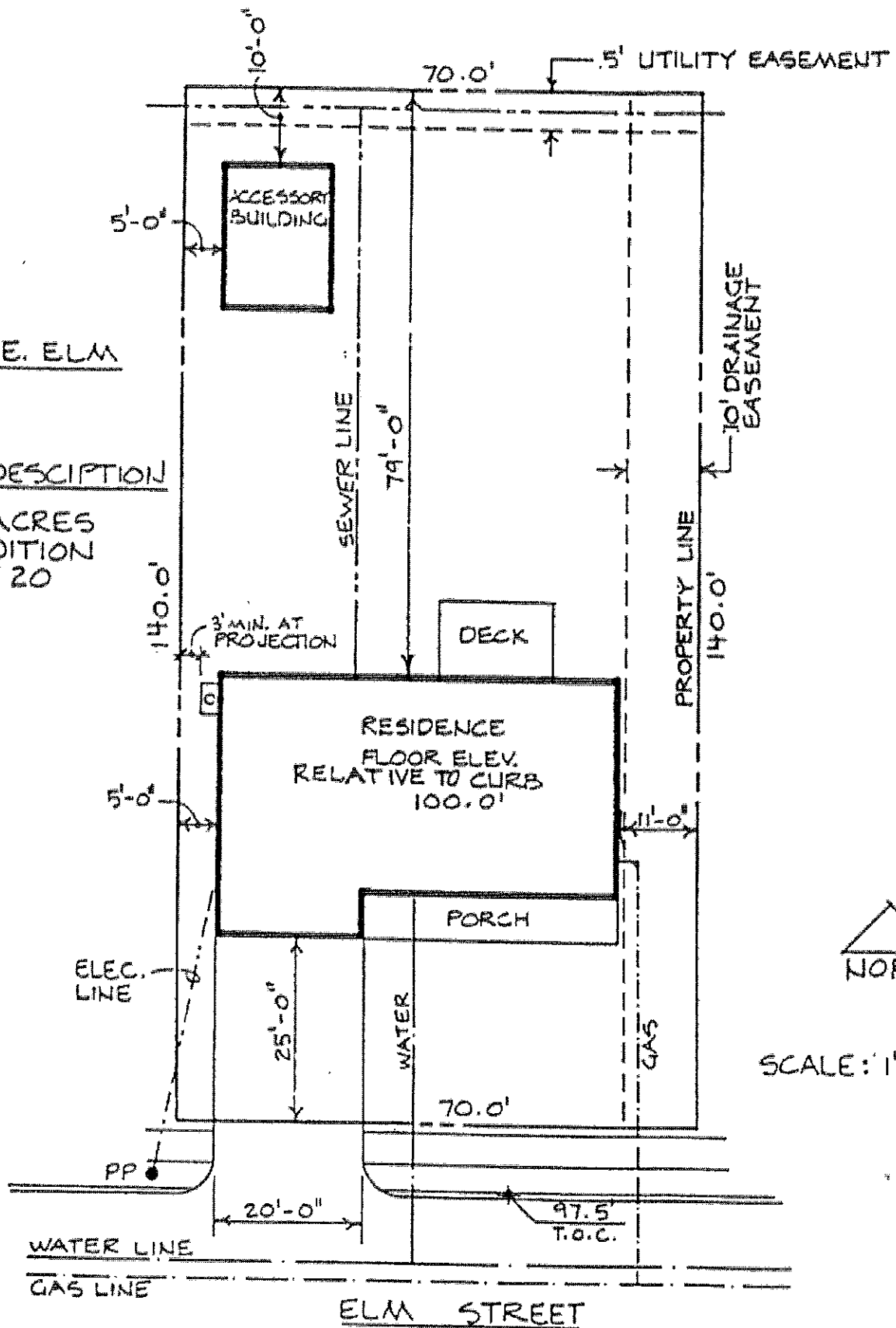
NOTES

- Include all site structures, existing and proposed. NOTE: Approved variances and special exceptions are usually granted subject to substantial compliance with a final site plan. So, be aware that you will be "locked into" your submitted site plan with regard to future site use and development.
- Label important dimensions. For example, if you're requesting a variance for the side setback of a shed, label that setback
- Show curb cuts, access drives, parking areas, easements, sidewalks, adjoining rights-of-way and any other important features
- Include a North arrow
- Must be drawn to scale... usually 1"=10', 1"=20', 1"=30', 1"=40', 1"=50' or 1"=60'
- Site plans are always required for all variance and special exception petitions, but are not generally required for rezoning petitions.

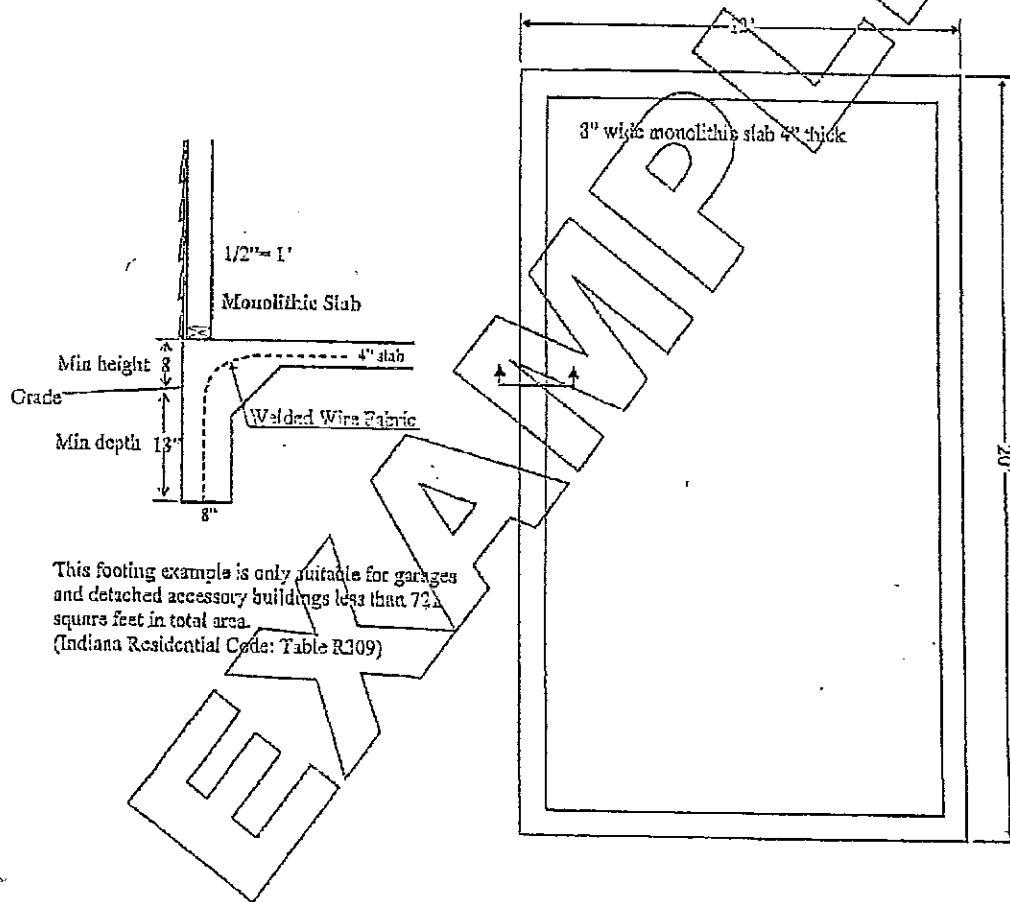
1565 E. ELM

LEGAL DESCRIPTION

GREEN ACRES
5TH ADDITION
LOT 20



Example Foundation Plan (Not For Construction) New Detached Accessory Building

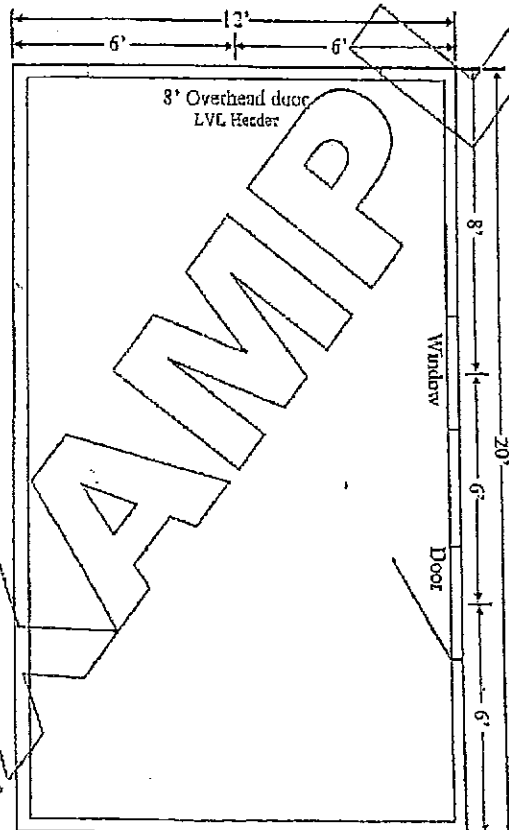


These example plans are only a guide to the plans you will need in order to obtain residential building permits. The sizes and materials here may or may not be adequate for your specific application.

Rev 7/2009

Remember to fill out the completion card at the end of your project.
All plans, detail sheets & a copy of the permit are required to be on the job site at all times. (Truss specs, TII, LVL & pre-manufactured fireplace details)

Example
1st Floor Plan
 (Not For Construction)
 New Detached Accessory Building



1/4" = 1'

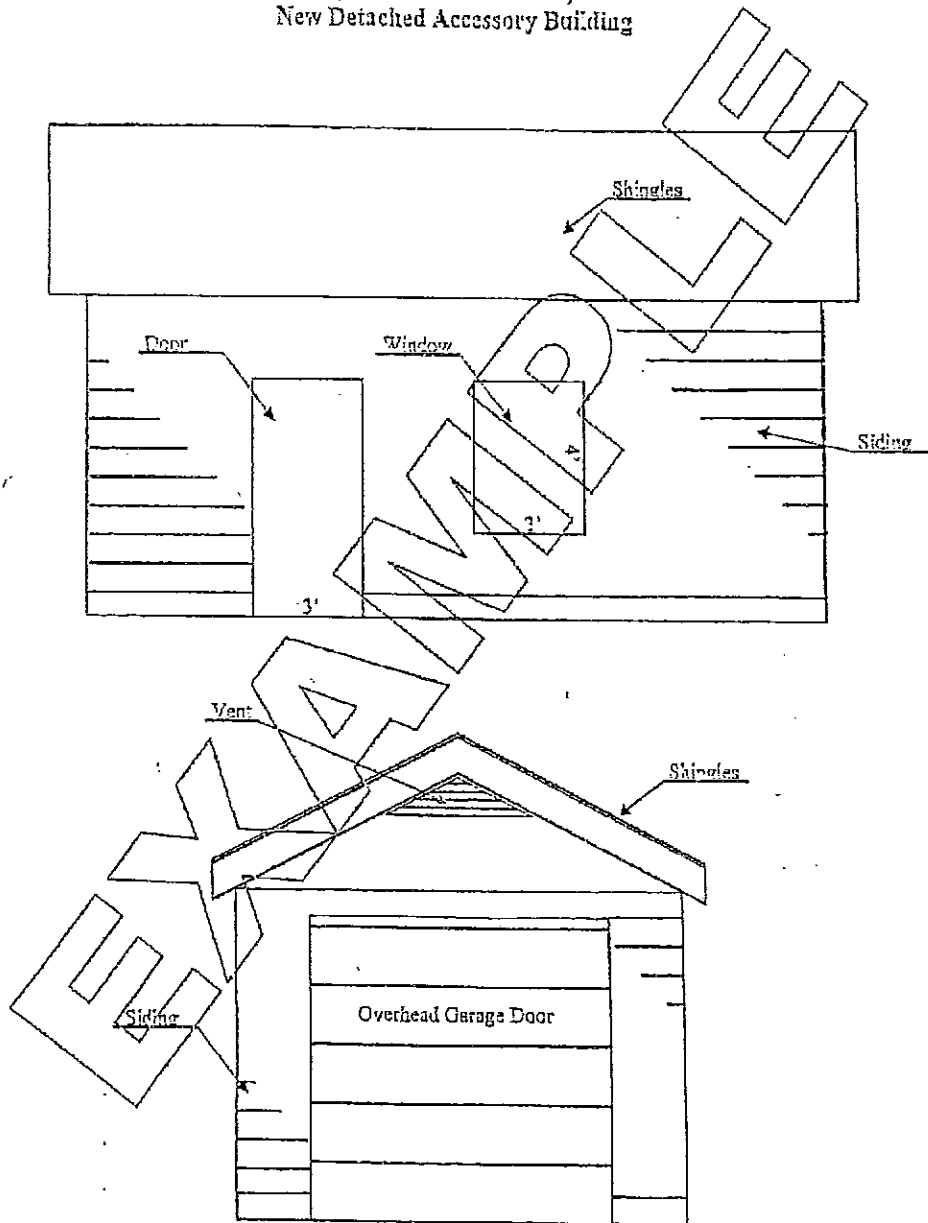
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Rev 7/2009

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Example Elevations

(Not For Construction)
New Detached Accessory Building



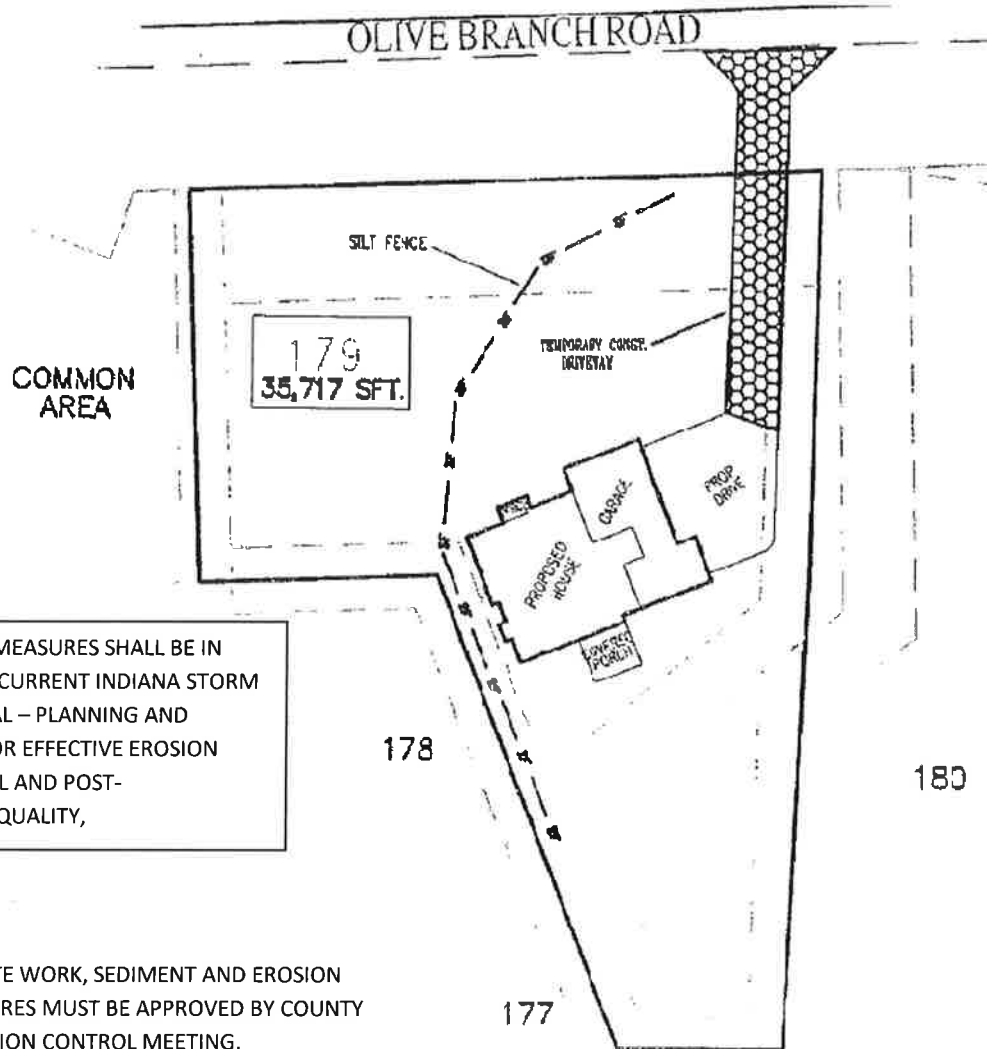
1/4" = 1'

These example plans are only a guide to the plans you will need in order to obtain residential building permits. The sizes and materials here may or may not be adequate for your specific application.

Rev 7/2009

Remember to fill out the completion card at the end of your project.
All plans, detail sheets & a copy of the permit are required to be on the job site at all times. (Truss specs, TPI, LVL & pre-manufactured fireplaces details)

SWPPP Example



ALL EROSION CONTROL MEASURES SHALL BE IN COMPLIANCE WITH THE CURRENT INDIANA STORM WATER QUALITY MANUAL – PLANNING AND SPECIFICATION GUIDE FOR EFFECTIVE EROSION AND SEDIMENT CONTROL AND POST-CONSTRUCTION WATER QUALITY,

NOTES:

- PRIOR TO ANY SITE WORK, SEDIMENT AND EROSION CONTROL MEASURES MUST BE APPROVED BY COUNTY DURING AN EROSION CONTROL MEETING.
- CONCRETE WASHOUT BASIN MUST BE INSTALLED ON-SITE IF ONE IS NOT ALREADY AVAILABLE.

- On a separate site plan, please draw in where you believe silt fence might be needed. **Also** include erosion notes above (including the ones in the box above the notes). We will need 2 copies of this SWPPP
- **What is a SWPPP?** It is a Storm Water Pollution Prevention Plan. With any large ground disturbance and/or the use of concrete a SWPPP is required. This allows our office to enforce the need for silt fence and a concrete washout.
- **What is a concrete washout?** A washout is a place where all the grey water is collected when the guys washout their cement trucks. No grey water is to be discharged on the ground. After the water hardens and solidifies it is no longer harmful, you may then get rid of it.
- So I have turned in my SWPPP, now what? **AFTER the building permit is issued, but BEFORE ANY site work, you MUST contact our office and schedule an Erosion Control Meeting with our Subdivision Inspector.** A representative will then come out to your site, bring a copy of your SWPPP and discuss the silt fence and concrete washout. Failure to schedule an Erosion Control Meeting before any site work may result in the issuance of a Stop Work Order and a minimum \$500 fine.
Please do not go ahead and put up any silt fence prior to the meeting. This is because Johnson County requires a certain type of silt fence, and also you might not need as much as you have drawn into your SWPPP.