Admin Office: 107 South. Holland Street, Edinburgh, IN 46124,

Town of Edinburgh Building Permit Requirements

(Reference Edinburgh Code of Ordinance, Title 15, Chapter 156)

An Improvement Location Permit shall be obtained before any structure may be constructed, reconstructed, moved, enlarged, or structurally altered. If an Improvement Location Permit is issued, the applicant shall apply for an Occupancy Permit, which permit shall not be issued until the structure is complete and compliance with all applicable Codes.

An Improvement Permit is required for most improvements, including but not limited to:

- New Construction (residential and non-residential)
- Modular Homes and Mobile Homes
- Garages (attached or detached)
- Swimming Pools (in-ground or above-ground)
- Room Additions and Sun Rooms
- Decks, Covered Porches, & Carports
- Electrical Service upgrades
- Demolition and House Moving
- Sheds and Storage Buildings
- Fences

An Improvement Permit is NOT required for:

- Routine maintenance, repair, or non-structural remodeling of existing structures
- Public utility or municipal services
- Lot and yard improvements such as drives, sidewalks, patios, retaining walls, play equipment, and landscaping.
- Signs with a surface area of less than four square feet; and
- Structures with a value of less than $1,000 which are used exclusively for agricultural production purposes.

SUBMITTAL REQUIREMENTS

Prior to the issuance of any improvement permit, a plan review will be conducted by Town Planning Department and/or a licensed engineer. Non-residential construction requires a structural & site plan review by a licensed engineer. The following information may be required prior to the issuance of the permit:

- Completed Improvement Permit Application, (including plumber & electrician license numbers.)
- 1 set of construction plans (2 sets for non-residential construction) must be project specific (i.e., wall sections, omitting items not included on plans, etc.)
- Anticipated total value of construction.
- State Construction Design Release and Plan Authentication Form (non-residential only)

SUBMITTAL ATTACHMENTS

Depending on the type of permit requested, the following attachments may be required for upload as PDFs as part of the application:

SITE PLAN:

Where required, a site plan shall be drawn to scale and include the following information:

- ☐ Proposed structure
- ☐ All distances to lot lines and other structures
- ☐ Driveway width and material
- ☐ The dimensions of the lot.
- ☐ The names and right-of-way width of all adjacent streets and alleys.
- ☐ All easements and required building setback lines.
- ☐ All existing and proposed utilities.
- ☐ All existing buildings on the property with dimensions.
- ☐ Topography and grade elevations.
- ☐ The lot number and subdivision or legal description.
- ☐ Sidewalk placement and width.
- ☐ Street tree placement, size, and species.
- ☐ Silt fencing and erosion control measures on site.
- ☐ Any additional information required by the current Edinburgh Stormwater Standards
- ☐ A north arrow.

BUILDING PLANS:

Where required, building plans shall be drawn to scale (1/4" = 1' Minimum Scale) and include the following information:

- ☐ Foundation Plan
- ☐ Floor Plan
- ☐ Elevations (front, back, and both sides)
- ☐ Wall Section
- ☐ Type of Floor system & layout
- ☐ Roof Framing Detail - pitch, materials, spans, and layout and or Truss information & truss layout plan stamped by an Indiana-licensed engineer.
- ☐ Deck plans, drawn to scale including post size & spacing; beam size & spans; joist size & spans, footing size for corners & intermediates.
- ☐ Compliance with 2010 Energy Conservation Code