

## APPENDIX A - BUILDING/REMODELING GUIDELINES <sup>[20]</sup>

<sup>(20)</sup> **Editor's note**— Printed herein are the building and remodeling guidelines of the town. Obvious misspellings and punctuation errors have been corrected without notation. For stylistic purposes, headings and catchlines have been made uniform and the same system of capitalization, citation to state statutes, and expression of numbers in text as appears in the Code of Ordinances has been used. Additions made for clarity are indicated by brackets.

(Amended and Restated per Town Council Meeting of July 23, 2013)

**This Appendix is intended to provide a concise summary of the Town's building and remodeling guidelines. It is not a substitute for Chapter 10 (building) and Chapter 46 (zoning) of the Town Code.**

### **[Sec. 1.] - New construction.**

Property owners planning to build new structures must provide forms, fees, and information as follows:

1. Request a hearing with the Plan Commission. Provide the following information:
  - a. Fill out Building Location Permit form. Fee Fifty dollars (\$50.00) (Expires in One year).
  - b. Three copies of construction plans.
  - c. Three copies of Site Survey.
  - d. Septic permit from County.
  - e. Narrative describing construction.
2. Once the Plan Commission has approved plans and issued an Improvement Location Permit, apply for a Building Permit and pay fees as follows:
  - a. one dollar and twenty-five cents (\$1.25) per square foot of "bulk floor area" as defined in Section 46-4 of the Town Code
  - b. reserved
  - c. one thousand two-hundred dollars (\$1,200.00) for all construction requiring a water hook-up
3. Provide check or letter of credit in the amount of Seven Thousand Five Hundred dollars (\$7,500.00) as escrow for protection of Town.
4. When work is finished, request inspection by Building Commissioner and pay fee for Occupancy Permit. Fee Fifty dollars (\$50.00) (Building Commissioner will inspect work in progress periodically).

**[Sec. 2.] - Renovation and remodeling.**

Property owners planning to repair, renovate or remodel must comply with the following: (Generally, no building permit is required for general maintenance and for work such as painting, decorating, and most landscaping. Please check with the Building Commissioner prior to construction in order to ascertain whether or not your project will require a building permit and/or review by the Plan Commission.)

1. Determine whether your project is subject to review by the Plan Commission. Generally this is required if the proposed work:
  - a. will change the footprint and/or height of the structure
  - b. entails major structural, electrical and/or plumbing work
2. Apply for a Building Permit and pay fee of ten dollars (\$10.00) per thousand dollars of estimated final cost, with a minimum of fifty dollars (\$50.00)
3. When work is finished on any renovation or remodeling project, the owner must request inspection by Building Commissioner and pay for Occupancy Permit. Fee Fifty dollars (\$50.00). (Building Commissioner will inspect work in progress periodically.)

	Ordinance	
Requirement	121	91
Preliminary meeting, applicant, Building Commissioner & Plan Commission Member		
Plan Commission site inspection		
Application - zoning permit	X	
Fifty dollar (\$50.00) Fee	X	
Fee Three dollars (\$3.00) for each One Thousand dollars (\$1,000.00) of cost		X
Existing and intended use of each building or structure or part thereof	X	
Number of families or housekeeping units the building is designed to accommodate	X	
Legal description	X	X
Estimate of cost		X
Name and address of architect and/or contractor		X
Copy of Porter County "septic permit"		X
Stake boundaries of proposed improvements and stake at improvement closest to road access designating base floor elevation		
No more than Seventy percent of		

site disturbed during construction		
No more than Thirty-five percent of site disturbed after construction.		
Specifics on supported slopes		
No more than Twenty-five percent of the height or Ten percent of volume of any dune above street level may be disturbed		
Minimum number of trees (see ordinance)		
Protection of ground cover during construction and its redeployment		
Performance bond - lesser of Ten percent of cost or Seven Thousand Five Hundred dollars (\$7,500.00)		
<b>PLANS</b>		
Drawn to scale	X	X
The actual shape and dimensions of the lot to be built upon (include square footage)	X	
Showing size and location of existing buildings and accessory buildings	X	X
The lines, including height above ground level, showing location within which the proposed building or structure is to be erected, enlarged or moved	X	
Existing and proposed land grades (contours)	X	X
Include contours at Two-foot intervals, proposed location of improvements, show all trees Four and Five-tenths inches or greater in diameter at Four feet above existing grade.		
Cross section of proposed driveway at Ten-foot intervals showing proposed fill, cuts and retaining walls		
Narrative of proposed methods of retaining sand and other excavated materials on site; include yards to be excavated, stored and removed and proposed methods of retaining excavated on the site to which such material is removed.		
Written rendition of accommodations to minimize loss of natural features		

Plans to destabilize site with vegetation.		
Documentation on 1, prevention of erosion during construction, 2, restoration of disrupted areas, 3, prevent increased runoff on surrounding property.		
The open space designated as being reserved for off-street parking and the arrangement of parking spaces within this area.	X	
Area detail sufficient to accurately locate the property and the structure in relation to existing roads, etc.	X	X
Such other information which might be necessary to ensure compliance.	X	X
Plans and written specifications provide sufficient clarity to indicate the nature and extent of the work proposed, and must show and describe in detail that the work will conform to the provision of the building code and all relevant laws, ordinances, rules and regulations.		X
Perspective drawing (or model)		X
Name and address of architect or engineer who prepared or approved the plans		X
Name and address of the owner of the property		X
Location of easements, roadways, wells, septic tanks on immediately adjacent lots		X
Elevation, in National Geodetic Vertical Datum of 1929, of the lowest floor (including basement) of all proposed structures	X	X

<sup>(20)</sup> **Cross reference**— Buildings and building regulations, ch. 10 (Back)