

# CARROLL COUNTY AREA PLAN COMMISSION

## KAMRON YATES, EXECUTIVE DIRECTOR

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101 West Main Street ♦ Delphi, IN 46923 ♦ Telephone: 765.564.4468 ♦ [areaplan@carrollcountyin.gov](mailto:areaplan@carrollcountyin.gov)

### **INFORMATION REQUIRED FOR A RESIDENTIAL IMPROVEMENT LOCATION PERMIT**

- 1) **Completed Application Form** - This must include the estimated value of construction for the improvements that you are making and your contractor's name, address, and telephone number.
- 2) **Copy of your Property Record Card.** This may be obtained from the Assessor's Office on the main floor or in our office.
- 3) **Site Plan** showing the *size* of the structure and the *distances* to all property lines or road rights of way, whichever is most restrictive (do not measure from center or edge of road without prior approval from this department); distances to any existing buildings; the height from grade to peak for the proposed structure, "N" directional indicator; driveway location(s); road name(s) from which the structure will be accessed.  
*\* Permanent and Non-Permanent Sheds require a Permit\**
- 4) **Construction Drawings** showing Floor Plans, Foundation Print and Elevation Drawings.
- 5) If the building project is on *or abutting* agricultural land or land that is zoned A-1, a completed/signed **Notice of Agricultural Operations** form will be required prior to issuance of a permit.
- 6) If you are putting in a Manufactured Home (Mobile, Manufactured or Sectional Home), we will require:
  - a) Copy of title in your name - must show that home was built in 1981 or more recently; and
  - b) Copy of Installation Instructions.
- 7) A **Drainage Permit** may be required. The Area Plan office will refer applicant to the Surveyor's Office if necessary.
- 8) If you are within the Twin Lakes Regional Sewer District (TLRSD) or Rockfield Regional Sewer District boundaries, you will need either:
  - a) A Sewer Application Connection Tap Permit; or
  - b) A verification letter confirming that no permit is necessary.

*Contact the TLRSD or Rockfield Sewer District (which ever applies to you). No building permit can be issued until Carroll County APC has received confirmation from TLRSD or Rockfield Regional Sewer District in writing for all new construction, additions, electrical upgrades, portable buildings, and detached structures. This also ensures the sewer utility easement isn't built over or within the 5' easement of their lines, which includes electric to the grinder. Contact Rockfield Regional Sewer District at (574) 686-2769 or the TLRSD at (574) 583-5649.*

- 9) If you are on a septic system, you will need either:
- a) A septic permit; or
  - b) A verification letter from the Carroll County Health Department confirming that no permit is necessary. For the necessary paperwork contact:

*Carroll County Health Department  
101 W. Main Street  
Delphi, IN 46923  
765.564.3420*

***No building permit can be issued until Carroll County APC has received confirmation from the Health Department in writing. The Health Department is on the 1<sup>st</sup> floor of the Courthouse.***

- 10) If your property is located on the water, you need to know if your property is in a flood area. If it is, you may also need approval from the Department of Natural Resources. Information is available in our office, on our website [www.carrollcountygov.org](http://www.carrollcountygov.org) or at <http://dnrmaps.dnr.in.gov/appsphp/fdms/>. An Elevation Certificate will be required by a licensed Surveyor. If you have questions, you may also talk with the Area Plan Department.

- 11) If you are on the water, there may be an SFLECC easement along the water's edge. To find out information regarding the easement you need to contact:

*SFLECC  
122 South Main Street  
Monticello, IN 47960  
574.583.9784*

- 12) Your building permit fee will be calculated based on type of project and total square footage of project.

- 13) **You must submit driveway approval to our office.** If you are adding a driveway, contact one of the following:

*County Highway Department – 574.967.4244  
City of Delphi, Street Department – 765.564.2345  
State Highway – 574.583.4171*

The Carroll County Zoning Ordinance does not allow more than one dwelling to be located on a single tract of land. Commercial Buildings may have additional requirements.

Submitted Building Permit information will only be held by the Area Plan Department a maximum of 90 Days. After a period of 90 Days, you will be required to re-submit your information.

It is your responsibility to comply with your subdivision covenants & restrictions. This information may be obtained in the Recorder's Office on the second floor of the Court House.



To Submit a Locate Request:  
Call 811 or 800.832.5544  
24 Hours a Day, Seven Days a week!