



City of Huntington
Community Development
& Redevelopment

300 Cherry Street, Huntington, IN 46750
Ph: (260) 356-5146 Fax: (260) 454-5211
www.huntington.in.us

COMMERCIAL ACCESSORY STRUCTURE BUILDING PERMIT / IMPROVEMENT LOCATION PERMIT APPLICATION

DATE APPLIED: _____ PERMIT NO: _____
DATE ISSUED: _____ RECEIPT NO: _____

Department Use Only

Parcel #: _____ Township: _____
Subdivision: _____ Section/Phase: _____ Lot #: _____ Zoning: _____

Address of Construction Activity: _____

P R O P E R T Y	O W N E R	Name: _____	
		Mailing Address: _____	
		City/State/Zip Code: _____	Ph: _____

Individual / Contractor Responsible for Construction Activity:

Building Contractor: _____
Name Address Phone

Concrete Contractor: _____
Name Address Phone

Electrical Contractor: _____
Name Address Phone

Plumbing Contractor: _____
Name Address Phone

Type of Structure: _____ Intended Use: _____ Occ. Classification: _____

Foundation: Footings (minimum 36" frost depth) Monolithic Footing (under 721 sq. ft)
 Post Hole (42" depth with 6" stone) Skids (under 200 sq. ft. or over 200 sq. ft. if anchored)

Construction: Wood Frame Steel Masonry Pole Construction Design Release: Yes (# _____) N/A

Dimensions: _____' - _____" X _____' - _____" Height of Structure: _____' - _____" (at tallest point)

Sq. Footage: Basement _____ 1st Fl _____ 2nd Fl _____ 3rd Fl _____ Other: _____ - _____

Any Electrical: Yes (separate permit required) No Any Plumbing: Yes (separate permit required) No

Est. Cost of Construction: \$ _____ Est. Date of Completion: _____ / _____ / _____

I hereby certify that I have the authority to make the foregoing application; that the application and accompanying plans/documentation are correct; and that the Department is hereby authorized to enter the premises to perform required inspections; and that any structure will not be used or occupied until a Certificate of Occupancy has been issued. I further acknowledge that the violation of applicable codes and ordinances may result in the assessment of fines and penalties.

Department Use Only

Permit Fee

Permit Fee: \$ _____
 Other: _____ \$ _____
 Total Fees: \$ _____

 Applicant Signature Printed Name Date

Approved by: _____

 Department Representative Date

Comments/Conditions: _____

THE FOLLOWING INFORMATION, IF APPLICABLE, MUST BE SUBMITTED WITH THE BUILDING/IMPROVEMENT LOCATION PERMIT APPLICATION:

1. Site plan of the property showing:
 - a. All property lines and dimensions
 - b. All streets, alleys, and other rights-of-ways adjacent to the site
 - c. The location of all recorded easements
 - d. The location of all utility lines (overhead and underground)
 - e. The location of all County Regulated Legal Drains
 - f. All parking areas designated for off-street parking
 - g. All existing and proposed structures
 - h. The setbacks of all existing and proposed structures
 - i. The height, width, and depth of proposed structures
2. Two sets of detailed blueprints and any other plans or documentation as submitted to the State for a Construction Design Release (if required) for the proposed commercial accessory structure (one set will be provided by the Department to the Fire Marshal).
3. If the commercial accessory structure requires water and sewer tap permits, copies of these permits must be submitted prior to issuance of this permit. Water and sewer tap permits may be obtained from the Engineering Department: (260) 356-1400
4. If serviced by a septic system or new well, permit applications must be accompanied by a copy of the approved well and septic permits from the Huntington County Department of Health. The Department of Health is located in the Courthouse Annex at 1330 S. Jefferson Street; (260) 358-4831.
5. New commercial accessory structures which require access onto a new or existing public roadway are required to submit a copy of the approved drive cut permit from the appropriate agency having jurisdiction:
 - a. City of Huntington - Engineering Department: 300 Cherry Street, Huntington; (260) 356-1400
 - b. Huntington County - Highway Department: 1601 Riverside Drive, Huntington; (260) 358-4881
 - c. Indiana Department of Transportation - Fort Wayne Office: 5333 Hatfield Road, Fort Wayne; (260) 484-9541
6. If a new address is required, the exact and final location of the proposed driveway must be clearly flagged/marked in order for a new address to be accurately determined. In addition, a copy of the approved drive cut permit (when required) must be submitted when requesting address assignment.

PLEASE NOTE THE FOLLOWING REQUIREMENTS WHICH MAY APPLY:

1. Development Plan approval is required for all commercial construction activity (including new parking lots); please consult with the Department for more information about this requirement and whether or not this applies.
2. Setbacks must be maintained from all property lines; you may need to join two or more parcels prior to permit approval.
3. Construction must be at least 10' from any water well or component of a septic system.
4. Other permits may be required for the following: Electrical permit, Plumbing permit, Sign permit, Fence permit.
5. Electrical permits may only be obtained by an electrician licensed by Huntington County.
6. Plumbing permits may only be obtained by a state licensed plumbing contractor.

IMPORTANT INSPECTION INFORMATION

1. Inspections may be scheduled by calling the Department at (260) 356-5146 during normal business hours 8:00 am - 4:30 pm Monday through Friday (except holidays). The Department does **NOT** accept inspection requests by email, fax, or voicemail. You do not need to speak to an inspector to schedule an inspection, any member of the staff can assist you in scheduling.
2. Concrete inspections (footer, post hole, foundation, basement walls and slab) require a minimum of 4-hours notice. All other inspections require a minimum of 24-hours notice.
3. Failure to call for a required inspection will result in the assessment of fines/penalties. You may also be required to undo already completed work so that code compliance may be verified by the inspector.
4. If an inspection is failed/denied by the inspector, a re-inspection fee may be assessed and you will be required to schedule a new inspection appointment.

THE ISSUANCE OF A PERMIT SHALL NOT AUTHORIZE THE VIOLATION OF ANY PROVISION OF THE BUILDING CODE, ELECTRICAL CODE, PLUMBING CODE, ZONING CODE, OR ANY OTHER APPLICABLE CODE OR REGULATION.

Stick Frame Cross Section

(Post Frame other side →)

Instructions: Fill in all sections relevant with the exact information that applies to your projects and submit with your permit.

Address: _____

If the Structure is under 200 Sq. Ft. a cross section is not required

General Information

Building size: ____ Length X ____ Width

Building height: ____ (at peak)

A. Climate Control

Building heated: ____ Yes ____ No

*(if yes, ice shield is required from eaves edge to at least 24" inside exterior wall line)

B. Roof System

Type: ____ Trusses ____ Rafters

Pitch: ____/12 (ex. 4/12 or 6/12)

Truss or rafter spacing O.C.: ____

Covering: ____ Shingles ____ Metal ____ Other: _____

Gutters & downspouts: ____ Yes ____ No

C. Walls

Stud framing size: ____ X ____ (ex: 2x4 or 2x6)

Stud spacing O.C.: ____

Interior walls to be finished: ____ Yes ____ No

Exterior wall covering: ____ Metal ____ Vinyl ____ Wood ____ Other: _____

D. Floor

Type: ____ Slab ____ Gravel ____ Both

Thickness: ____"

Vapor Barrier: ____ Yes (required if heated) ____ No

Floor drains: ____ Yes ____ No

E. Stem Wall/Curtain Wall

Height: ____

Width: ____ (6" minimum)

Anchor bolt length: ____ (10" minimum)

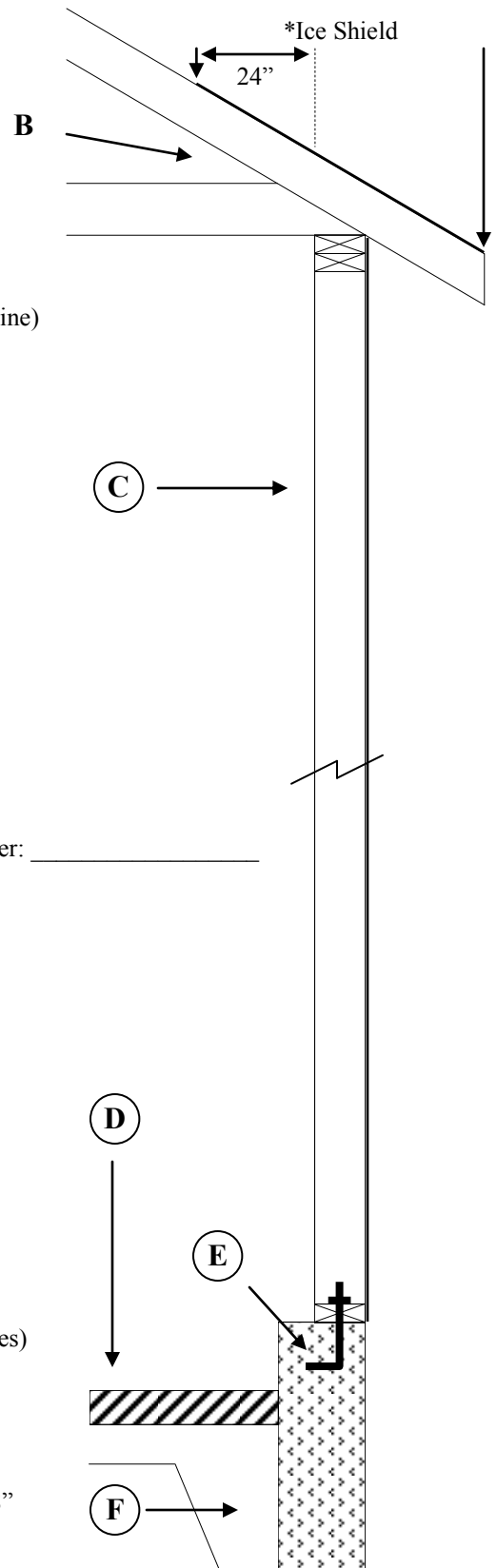
Anchor bolt spacing O.C.: ____ (minimum every 6' and within 12" of ends/splices)

F. Footings

____ Trench/Spread - Depth: ____ Width: ____

____ Monolithic (must be under 721 Sq. Ft.): ____ 12" X 12" ____ 8" X 18"

____ Skids (over 200 Sq. Ft. must be anchored)



Post Frame Cross Section

(Stick Frame other side →)

Instructions: Fill in all sections relevant with the exact information that applies to your projects and submit with your permit.

Address: _____

General Information

Building size: ____ Length X ____ Width
 Building height: ____ (at peak)
 Building heated: ____ Yes ____ No

A. Roof System

Type: ____ Trusses ____ Rafters
 Size: ____ X ____ (ex: 2x8 or 2x12)
 Span: ____
 Pitch: ____/12 (ex. 4/12 or 6/12)
 Truss or rafter spacing O.C.: ____
 Covering: ____ Shingles ____ Metal ____ Other: _____

B. Header (dimensional lumber at top of posts and around perimeter)

Size: ____ X ____ (ex: 2x8 or 2x12)
 Span: ____

C. Posts

Type: ____ Glulam ____ Nail Laminated
 ____ Perma-Column ____ Solid Sawn
 Size: ____ 4x6 ____ 6x6 ____ 8x8 ____ Triple 2x6
 Spacing O.C.: ____ Eaves ____ Gable Ends

D. Walls

Type: ____ Metal ____ Vinyl
 ____ Wood ____ Other: _____
 Interior walls framed: ____ No ____ Yes, use: _____

E. Floor

Type: ____ Slab ____ Gravel ____ Both
 Thickness: ____"
 Vapor Barrier: ____ Yes (required if heated) ____ No

F. Footings

Type: ____ Post Holes - Depth: ____ (42" minimum with 6" base prior to setting post)
 ____ Trench/Spread - Depth: ____ Width: ____

