



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

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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 (both open ditches and tiles)
  - 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. If the deck has more than one level, detailed floor plans of the proposed deck are required.
3. Submission of Deck Cross Section sheet.

**PLEASE NOTE THE FOLLOWING REQUIREMENTS WHICH MAY APPLY:**

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1. Setbacks must be maintained from all property lines; you may need to join two or more parcels prior to permit approval.
2. Construction must be at least 10' from any water well or component of a septic system.
3. Other permits may be required for the following: Electrical permit, Plumbing permit, Accessory structure permit, Fence permit.
4. Electrical permits may only be obtained by an electrician licensed by Huntington County, or the deeded owner if residing at the home.
5. Plumbing permits may only be obtained by a state licensed plumbing contractor, or the deeded owner if residing at the home.

**IMPORTANT INSPECTION INFORMATION**

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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.
5. Payment of any fines/penalties/re-inspection fees must be paid to the Department prior to any other inspections being scheduled. Payment is required by cash or check only. The inspectors do not and can not accept payment of these assessed fees.
6. The following inspections (when required as marked on your yellow inspection card) are due at the following stages of construction:
  - a. Footer/Post Holes: Before pouring concrete or setting posts
  - b. Electrical, Rough: Before enclosing walls with wall board, insulation, or covering; and before any electrical wiring or connections
  - c. Framing: Before covering any of the joists with floor boards
  - d. Final: Once the project is complete, after the decking and railings have been installed
  - e. Other: Please consult with the Inspector or Department as to the specific requirements of this inspection

**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.**

# Deck Cross Section

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

**Address:** \_\_\_\_\_

**Stairs**

1. No. of treads (9" min width): \_\_\_\_\_
2. No. of risers (8-1/4" max height): \_\_\_\_\_
3. Maximum 4" open toe kick allowed

**Deck Guardrails**

1. Required if floor is taller than 30" above grade
2. Must be constructed so no opening will allow a 4" sphere to pass thru
3. Must withstand 200 lb. side load

**Stairway Handrail**

1. Required at least on one side if 4 or more risers
2. Must be constructed so no opening will allow a 4-3/8" sphere to pass thru
3. Guardrail required on open stairway handrails if the vertical stairway rise exceeds 30"

**Roof System**

1. Type: \_\_\_\_\_ Shed \_\_\_\_\_ Gable \_\_\_\_\_ Hip  
Other: \_\_\_\_\_
2. Pitch: \_\_\_\_\_/12 (ex. 4/12 or 6/12)
3. Covering: \_\_\_\_\_ Shingles \_\_\_\_\_ Metal  
Other: \_\_\_\_\_
4. Trusses: \_\_\_\_\_ Yes \_\_\_\_\_ No / Spacing O.C.: \_\_\_\_\_
5. Rafter size: \_\_\_\_\_ X \_\_\_\_\_ / Spacing O.C.: \_\_\_\_\_
6. Rafter clear span: \_\_\_\_\_
7. Ridge board size: \_\_\_\_\_ X \_\_\_\_\_ (ex 2x8 or 2x10)
8. Header size: \_\_\_\_\_ X \_\_\_\_\_ / Span: \_\_\_\_\_
9. \* Depending on roof, ice shield may be required from eaves edge to at least 24" inside exterior wall line

**Floor**

1. Material: \_\_\_\_\_ Wood/composite
2. Ledger size \_\_\_\_\_ X \_\_\_\_\_ (2x8 min)
3. Joist: \_\_\_\_\_ X \_\_\_\_\_ (ex: 2x6)
4. Joist spacing O.C.: \_\_\_\_\_
5. Joist clear span: \_\_\_\_\_
6. Beam size: \_\_\_\_\_ X \_\_\_\_\_
7. Beam Length \_\_\_\_\_
8. Distance above ground: \_\_\_\_\_

**Posthole**

1. Must be at least 36" below finished grade or to solid bedrock

