

RESIDENTIAL PERMITS

REQUIRED DOCUMENTS AND INFORMATION

Columbus/Bartholomew County Department of Technical Code Enforcement
440 Third Street, Room 302, Columbus, IN 47201
812-379-1535

ITEMS REQUIRED FOR MOST PROJECTS *(Must be submitted at time of application for permit.)*

- _____ 1. **Site Plan-** (i.e. Construction Stakeout Drawing or Proposed Plot Plan)
 - (a) **On lots less than two (2) acres-** For New Homes; New Accessory Buildings (larger than 200 square feet); In-ground swimming pools; **and** Above ground swimming pools-- **Site plan must be certified by Registered Land Surveyor.**
 - (b) Additions to existing buildings are **not** required to be certified by Registered Land Surveyor, **BUT** must drawn to scale and show appropriate dimensions.
 - (c) **On lots two (2) acres or greater and not in a subdivision-** New Homes; New Accessory Buildings (larger than 200 square feet); In-ground swimming pools **and** Above ground swimming pools-- Site plan **is not required to be** certified by Registered Land Surveyor, **BUT** must be scaled drawing showing all existing structures including septic tank and field and proposed construction.
- _____ 2. **Blue prints or scaled construction drawings are required for New Homes; New Accessory Buildings (larger than 200 square feet), Additions or Remodeling involving structural changes.** Must contain foundation plans, floor plans, wall details, and roof plans. [Roof plans- for trusses you must provide **engineered** truss prints and layouts from truss manufacturer; for stick built you must provide a list of spans, lumber dimensions, and lumber species to be used as rafters.] **Manufacturer's installation instructions are required** for modular/manufactured homes, in-ground swimming pools, and above ground swimming pools.
- _____ 3. **Certificate of Completion and Compliance-** To be signed by contractor and owner.
- _____ 4. **Subcontractor Sign-off sheets and/or Owner/Occupant Sign Off Sheet.**
A Bartholomew County Licensed Electrician must do all electrical work. (Property owners may do one electrical project a year). **All plumbing work must be done by a Plumber licensed by the State of Indiana or the property owner.** All sign-off sheets must be submitted prior to the permit being issued.

ADDITIONAL ITEMS THAT MAY BE REQUIRED

- _____ 5. **Health Department Septic Permit or Evaluation Report,** if on septic system. A fee is charged by the Health Department for these services.
Bartholomew County Health Department 812-379-1550.
- _____ 6. **Driveway Approval** for new and existing driveways on County or State Roads.
County Highway Department 812-379-1660
State Highway Department 812-372-7837
- _____ 7. **Architectural Committee Approval** if required by subdivision.
Contact your Homeowners Association, Real Estate Agent or Developer.

PLEASE NOTE: This is a general list of those items necessary for the evaluation and issuance of a permit in Columbus/Bartholomew County. Upon review and depending on the particular situation more documents or information may be requested. Please allow 3-5 days for review of your permit when planning your project start time. **No** inspections will be done prior to the issuance of a permit for the work. Please read the "Required Inspections Information" sheet for additional information.