

TOWN OF SANTA CLAUS
PO BOX 92
SANTA CLAUS, IN 47579
(812) 937-2551

TODD HAYS BUILDING INSPECTOR 812-686-1506

BUILDING PERMIT APPLICATION

OFFICE USE ONLY

Building Permit No. _____ Type of Permit _____ Date Issued _____

Non-Refundable Building Permit Fee \$ _____ Number of Inspections _____

Approved by _____

Comments _____

TO BE COMPLETED BY APPLICANT

Parcel # _____

Applicant Name _____ Phone Number _____

Mailing Address _____

Building Location (Address) _____

Building Contractor _____ Phone Number _____

Plumbing Contractor _____ Phone Number _____

License Number _____

Electrical Contractor _____ Phone Number _____

License Number _____

Lot Dimensions or Acreage _____ In a Flood Plain? Y / N

Bldg. Dimensions _____ Total Floor Area (included garage) _____

Electrical Service Panel Size _____ Proposed Use of Bldg. _____

Estimated Cost _____ Type of Heat _____

Number of Rooms:

Bedrooms _____ Kitchen _____ Living Room _____ Baths _____ Family Room _____

Utility _____ Storage _____ Unimproved _____ Dining Room _____ Other _____

Type of Structure: Masonry _____ Wood Frame _____ Mobile Home _____ Log _____ Structural Steel _____

Earth Shelter _____ Reinforced Concrete _____ Modular Home _____

Type of Foundation: Crawlspace _____ Basement _____ Concrete Slab _____ Wood _____ Other _____

Type of Water Supply _____ Type of Sewage Disposal _____

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PARCEL # _____

Locate structure on lot. Show setback lines in feet from all lines to structure.
(May use copy of Architectural Permit).

NORTH

WEST

EAST

SOUTH

THIS SECTION FOR SWIMMING POOL USE ONLY

Pool Size _____ Type _____ Underground _____ Above Ground _____

Fence _____ Type _____ Height _____ Or Cover _____

INSTRUCTIONS TO BUILDERS AND PERMIT HOLDERS

Call inspector (812-686-1506) - for inspection before pouring footings (give at least 24 hour notice).

Call inspector (812-686-1506) - for rough inspection; waterproofing, frame, roofing, rough-in electrical, plumbing, heating, and air conditioning (give at least 24 hours notice).

Call inspector (812-686-1506) - for permanent electrical service inspection (give at least 24 hours notice).

Call inspector (812-686-1506) - for final inspection (give at least 24 hours notice).

COVER NO WORK UNTIL INSPECTION IS COMPLETED

I hereby certify that the information contained within is correct and true to the best of my knowledge. I agree to abide by all applicable laws of this jurisdiction and to inform the building commission if any changes are made affecting this application. I understand the application fee is non-refundable and the building permit is valid for one year from the date of issue.

Signature of Applicant _____ Date _____

Mailing Address _____

TOWN OF SANTA CLAUS
PO BOX 92
SANTA CLAUS, IN 47579
TODD HAYS BUILDING INSPECTOR 812-686-1506

PERMIT NO. _____

DATE ISSUED _____

IMPROVEMENT LOCATION PERMIT: BLUE OR BLACK INK

PARCEL #'S _____

BUILDER: NAME _____ PHONE _____

STREET _____ CITY _____ STATE _____ ZIP _____

OWNER: NAME _____ PHONE _____

STREET _____ CITY _____ STATE _____ ZIP _____

LOCATION: LOT: _____ SUBDIVISION: _____

ADDRESS OF CONSTRUCTION _____

PLEASE INCLUDE A DRAWING OF IMPROVEMENT & PLACEMENT ON PROPERTY

- A. TYPE OF CONSTRUCTION:
 - 1. _____ Residential (One or Two Family)
 - 2. _____ Residential (Multi-Family)
 - 3. _____ Commercial
 - 4. _____ Industrial
 - 5. _____ Other (specify) _____
- B. TYPE OF SEWAGE DISPOSAL:
 - 1. _____ Public - Name of system: _____
 - 2. _____ Private (Septic Tank, etc.) _____
- C. TYPE OF WATER:
 - 1. _____ Public - Name of system: _____
 - 2. _____ Private (Well, etc.) _____
- D. TYPE OF IMPROVEMENT:
 - 1. _____ New Structure
 - 2. _____ Addition-Porch Room _____
 - 3. _____ Garage-Detached _____ Attached _____
 - 4. _____ Accessory Building
 - 5. _____ Swimming Pool
 - 6. _____ Demolition
 - 7. _____ Other (specify) _____
- E. CURRENT ZONING CLASSIFICATION _____
- F. PRESENT USE OF PROPERTY:
 - 1. _____ Farm/Vacant
 - 2. _____ Residential (One or Two Family)
 - 3. _____ Commercial
 - 4. _____ Industrial
 - 5. _____ Other (specify) _____
- G. PROPOSED USE OF PROPERTY:
 - 1. _____ One/Two Family Dwelling
 - 2. _____ Multi-Family Dwelling
 - 3. _____ Commercial
 - 4. _____ Industrial
 - 5. _____ Other (specify) _____
- H. ESTIMATE COST OF CONSTRUCTION: \$ _____
(Excluding land value)
- I. SUMP PUMP _____ Yes _____ No
- J. GEOTHERMAL HEAT PUMP _____ Yes _____ No
- K. CULVERT SIZE _____
- L. _____ SIGNS & ADVERTISING DEVICES
- M. Y/N IS PROPERTY IN A FLOOD PLAIN?

The undersigned agrees that any construction, reconstruction, enlargement, conversion, relocation or alteration of structure, or any changes in the uses of land or structures requested by this application will comply with, and conform to, all applicable laws of the State of Indiana, and Zoning Ordinance 2006-04 of Santa Claus, Indiana, along with any revisions and supplements, adopted under the authority of Acts of 1979, public Law 178 sec. 1 et seq, General Assembly of the State of Indiana, and all Acts amendatory thereto.

The undersigned further certifies that only kitchen, bath, laundry and floor drains are connected to the sanitary sewer system.

Signature of Owner / Authorized Agent _____ Application Date _____ \$ _____
Non-Refundable Permit Fee

Approved by: _____ Date: _____

Comments: _____

Customer #: _____ Lot # _____
Inspection/Permit Fee: _____ Owner's Name: _____
Connection Fee: \$750.00 Book #: _____ Page #: _____

**TOWN OF SANTA CLAUS WATER UTILITY P.O. BOX 92, SANTA CLAUS, IN 47579
PERMIT FOR WATER CONNECTION**

Name of Property Owner: _____ Date: _____

Mailing Address: _____

The property owner agrees to the terms and conditions as set forth below:

To be billed the applicable charge on water as soon as the connection has been made and pay the rates required by Town Ordinance.

Any tap-in fee for the installation of the water connection must be paid prior to connection. This connection may not be covered until the connection and materials used have been inspected. Inspection of new residential services will be assessed a \$35.00 inspection fee and new commercial or industrial services will be assessed a \$50.00 inspection fee. The water meter and other items specified in Town Ordinance will be furnished by the Town and is to be installed by the plumbing contractor inside the building or in the meter pit in an accessible area not subject to freezing. The external cable, if required, should be installed from the meter to the readout which should be three (3) feet above ground level. The meter must be in a horizontal position. Valves must be installed before and after the meter. The customer will be responsible for the cost of repairs made to the meter in the event that the meter is damaged during or following installation.

The installation of the service line and water meter MUST BE INSPECTED AND APPROVED BY THE TOWN BEFORE BEING COVERED. REQUEST FOR LOCATION/MATERIALS/INSPECTIONS MUST BE MADE AT LEAST 24 HOURS IN ADVANCE. THIS PERMIT EXPIRES ONE YEAR FROM THE DATE OF THIS APPLICATION.

Applicant's Signature Date: _____

Utilities Superintendent Date: _____

FOR OFFICE USE ONLY

DATE ISSUED: _____

METER TYPE: _____

METER SIZE: _____

METER #: _____

RADIO #: _____

LONGITUDE #: - _____

LATITUDE #: _____

COMMENTS:

Customer Number: _____
Inspection/Permit Fee: _____
Tap-In Fee: _____

Lot Number: _____
Owner's Name: _____
Lift Station Number: _____

TOWN OF SANTA CLAUS WASTEWATER UTILITY PO BOX 92, SANTA CLAUS, IN 47579

PERMIT FOR WASTEWATER CONNECTION

Name of Property Owner: _____ Date: _____

Mailing Address: _____

The property owner agrees to the terms and conditions as set forth below:

To be billed the minimum monthly rate on sewage as soon as the connection has been made and pay the rates based upon actual usage, if more than the minimum amount is metered.

Will pay the tap-in fee for the installation of the sewage tap-in (where applicable).

The utility representative will show the location where the tap-in is to be made, and the contracted plumber will be responsible for the tap-in and also the connection of the lines from the tap-in to the house. The connection from the house to the tap-in may not be covered until the utility representative has had an opportunity to inspect the connection and materials used.

New services will be assessed a \$ 100.00 inspection/permit fee. Inspection of a repair or replacement of service will not be assessed a fee, but must be inspected prior to covering.

REQUEST FOR LOCATION/INSPECTIONS MUST BE MADE AT LEAST 24 HOURS IN ADVANCE. THIS PERMIT EXPIRES ONE YEAR FROM THE DATE OF THIS APPLICATION

Applicant's Signature

Date

Utilities Superintendent

Date

FOR OFFICE USE ONLY

Plumbing Contractor: _____

License Number: _____

Inspector: _____ **Date:** _____

Comments: _____

To: Permit Applicant
From: Todd Hays, Building Commissioner

Lately we have been receiving incomplete applications for building permits. In particular, we have been receiving incomplete drawings. This makes it difficult to do my job, and it leaves you vulnerable to costly changes that can possibly be averted when I complete your plan review.

As a courtesy, below are the requirements for a building permit application. I have highlighted in bold the views that I need:

Thank you for your continued cooperation.

Source: Ordinance 1997-04 and Ordinance 1990-06, Chapter 12.02
Building Standards

(Note: bold and bullets added by Building Commissioner)

12.02.60 Application for permits.

No building permit shall be issued for the foregoing purposes, unless the application for a permit accompanied by a set of drawings which shall provide sufficient information so that the Building Inspector can understand the scope of work. Subject to the request of the Building Inspector, this may include the following:

- **Proposed site plan (plot plan);**
- **Foundation or basement plan;**
- **Floor plan for each lever or story;**
- **Elevation of each side of the building;**
- **Building section that illustrates floor, wall, ceiling, and roof composition.**
- **Parcel (s) # must be listed on Building Packet**

Whenever a Design Release is required by the Indiana Code, a copy of the Design Release, issued by the State Building Commissioner and the State Fire Marshal pursuant to I.C. 22-15-3-1, shall be provided to the Building Inspector for issuance of a permit for construction covered by the Design Release. In addition, a copy of an engineering design signed and stamped by a Licensed Engineer shall be provided to the Building Inspector for issuance of a permit for any structural foundation repairs. No permits shall be granted if any outstanding permit issued by the Town of Santa Claus to said applicant is subject to an injunction to stop work issued by the court of competent jurisdiction as a result of building code violations.

ELECTRICIAN'S INFORMATION:

Per Section 12.02.166 of the Town of Santa Claus Codification:

“Annual Electrical Work: Electrical work can be performed in the Town of Santa Claus by annual permit. Permit requires proof of insurance and register at Clerk’s office for an annual fee of \$10.00. Permits expire at the end of the calendar year. (Ordinance 2001-02, S1, May 9, 2001) “

This supercedes electrical license requirements in previous Ordinances.

PLUMBER'S INFORMATION:

Per Section 12.02.165 of the Town of Santa Claus Codification:

“License: All repairs or construction of any residential, electrical, mechanical or plumbing that is hired done shall be performed by an individual licensed to perform respective electrical, mechanical or plumbing.

No person for hire shall perform any electrical, mechanical or plumbing repair or construction on any residential property in the Town of Santa Claus who is not licensed to perform said electrical, mechanical or plumbing by an applicable state licensing boards or a municipal licensing authority in any other municipality in Indiana. Prior to performing any repairs or construction of residential property for which licensing is provided herein said individual shall provide to the Town Clerk of Santa Claus a copy of said license. The Town Clerk shall maintain a file on said licenses. (Ord. 1997-04, S12.02.165, 1997)”