Henry County Planning Commission 1201 Race Street, Suite 210 New Castle, IN 47362 765-529-7408 Fax 765-521-7072 tgreen@henrycounty.in.gov

Applications will not be accepted until they are complete and accompanied with all required documentation.

ALL applications are subject to a minimum 24 hour review, and may take up to 10 days for issuance of a permit. Applications can be mailed, faxed, or emailed into our office.

The Henry County Planning and Building Departments cannot issue permits inside the corporate boundaries of these municipalities. You will need to contact them to make sure that you are in compliance with their ordinances.

New Castle	(765) 521-6823	227 N Main St., New Castle, IN 47362
Knightstown	(765) 345-2785	26 S. Washington St., Knightstown, IN 46148
Shirley	(317) 477-1133	111 American Legion Place, Suite 146, Greenfield, IN 46140
Greensboro	(765) 465-1325	PO Box 79, Greensboro, IN 47344
Kennard	(765) 785-2331	PO Box 167, Kennard, IN 47351
Cadiz	(765) 533-6303	1430 N Co Rd 525 W., New Castle, IN 47362

We can accept checks, money orders, exact cash or credit or debit cards for payment of fees. There is a 3% bank service charge to process credit cards.

All permits are final, no refunds are given.

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Please Print

OWNER:	
	PHONE#
ADDRESS:	
EMAIL:	
CONTRACTOR:	
ADDRESS:	19.6.4.4.4.4.4.4.4.4.4.4.4.4.4.4.4.4.4.4.
EMAIL:	
SITE ADDRESS:	
ESTIMATED COST OF CONSTRUCTION	J: \$
(Includes cost of material and labor)	

SIGNATURE OF APPLICANT: _		
DATE:		

Proof of utility disconnection

Service utility connections shall be disconnected and capped in accordance with the approved rules and the requirements of the applicable governing authority prior to the issuing of a permit.

Utilities

Prior to issuing a demolition permit written verification from all applicable utility suppliers must be provided for all utilities including but not limited to WATER, SEWER, GAS, AND ELECTRIC on the utility companies letterhead that the service has been terminated, supply lines disconnected, capped & marked/located.

Septic Systems

In the case of a septic system, written verification from the Henry County Health Department stating the abandoned septic system has been decommissioned in accordance with all state and county code, must be provided prior to the issuing of a demolition permit.

Wells

Wells abandoned on or after Jan. 1, 1988, must be plugged by a licensed water well driller or pump installer in accordance with 312 IAC 13, Rule 10. A person may not be a water well driller or pump installer in Indiana without a license

Witten verification from a licensed well driller stating that the well has been plugged according to Indiana code must be provided prior to the issuing of a demolition permit.

Municipal Code

When working in an incorporated municipality it is the applicant's responsibility to make sure that they are complying with all municipal code. The issuance of a permit by the Henry Planning Commission office does not release an applicant from having to follow additional requirements that may be required by a municipality.

Revocation of Permits

The Zoning Administrator shall revoke a permit or approval issued under the provisions of this code in the case of any false statements or misrepresentation of fact in the application or the plan on which the permit or approval was based.

Vacant Lot

Where a structure has been demolished or removed, the vacant lot shall be filled with clean fill and maintained to the existing grade. The lot will landscaped by seeding or other means to prevent erosion and runoff.

Hold Harmless Clause

The applicant by acceptance of this permit agrees to indemnify and hold harmless Henry County, The Henry County Planning Commission, and their employees from and against any and all claims, demands and actions for damages.

Disposal of debris

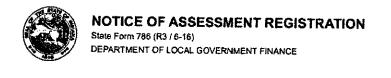
resulting from the construction activity governed be disposed of in a properly licensed waste dispo	•	rmit shall
The debris will be disposed at/by		
A Roll-off dumpster or container will be used.	YESN	O
Signature		
The undersigned hereby certifies that they have rand agrees to comply with all applicable local, coordinances, and swears that all statements contains the best of their knowledge.	ounty, and state laws a	nd/or
	Date	

The applicant acknowledges that as a condition of the demolition permit, all debris

Check sheet

Written verification of disconnection/decommission from:			
Electric Utility			
Gas Utility			
Water Utility (if applicable)			
Sewer Utility (if applicable)			
Henry Health Dept. (if Septic System)			
Licensed Well Driller (if Well)			
Completed your application in full			
Made arrangements to dispose of debris			

☐ Contacted your Municipality (if applicable)
☐ Made arrangements to level the site and fill all holes



Number	Date (month, day, year)
County	

INSTRUCTIONS: An owner of real property, or the owner's agent, is required to file this notice with the County Assessor before demolishing, structurally modifying, or improving the property, unless the demolition, structural modification, or improvement: (1) requires a permit from the state or a political subdivision or (2) costs \$500 or less for materials or labor, or both. Any owner who fails to file this notice when required is subject to a civil penalty of \$100 (see IC 6-1.1-5-15)

\$500 or less for m	alerials or labor, or t	oition, structura both. Any owner	i modification, c who fails to fil	or improvement: (1, le this notice whei) requires a permit fron 1 required is subject	om the st ! to a civ	ate or a political subdivision or (2) co. ril penalty of \$100 (see IC 6-1.1-5-1	
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 Horizontal or Major remode 	or placement of build vertical extension of eling, Including finishing replacement) of fireplacement	ling, swimming p building, includin ng of attic or bas	ool, or other yar g extensions st ement.	rd structure uch as patios,		ub, sink,	toilet, water heater.	
			DAC	C INFORMATION				
Name of registrant		***************************************	DASI	IC INFORMATION		l Te	elephone number	
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Address of registrant (number and street, city,	state, ZIP code)						
Name of landowner					****	Te	Telephone number	
Address of landowner	(number and street, city,	state, ZIP code)					,	
				····				
			LOCATION	OF REAL PROPE	RTY			
Section	Township	Rønge	Lot	Block	Subdivision or addition	n		
County road or street			<u> </u>	City	[Parcel nui	Tiber	
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gnature of registrant						Date	signed (month, day, year)	
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