

Henry County Building and Planning Permit Application

All projects that cost **more than \$500** in materials and/or labor are **required** to have a Building and/or Planning Permit.

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 |

All applications for new homes or additions with bedrooms **must** include a **septic permit** from the Health Department.

All applications for new structures or additions **must** include a **site plan** showing the proposed project in relation to the property lines. The site plan does not need to be professionally done or to scale.

We can only accept checks, money orders, or exact cash. We cannot accept credit or debit cards or make change.

All permits are final, no refunds are given.

Thank you for your patience.

HENRY COUNTY DEPARTMENT OF BUILDING

1201 Race Street, Suite 210
New Castle, IN 47362
765-521-7074
Fax 765-521-7072
djacobs@henryco.net

PERMIT APPLICATION

Please Print

ALL applications are subject to a minimum 24 hour review

OWNER: _____

ADDRESS: _____ PHONE# _____

CONTRACTOR: _____

ADDRESS: _____ PHONE# _____

SITE ADDRESS OF PROJECT: _____

ESTIMATED COST OF CONSTRUCTION: \$ _____
(Includes cost of material and labor)

SIGNATURE OF APPLICANT: _____

DATE: _____

NOTE: Per State and County Code, this office has up to ten (10) days to issue a permit.

All building permits are non-refundable.

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NOTICE TO HOMEOWNER AND/OR BUILDER

Be advised that failure to have a “footer” and/or “hole” inspected before pouring concrete will result in homeowner or builder tearing out the cement for inspection.

Date: _____

Signature of Homeowner/Builder: _____