

# 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
Stirley	(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 Henry County Health Department.

All applications for new structures or additions **must** include a **site plan** showing the proposed project in relation to the property lines. Please include proposed dimensions of the structure and distances from property lines and other structures. The site plan does not need to be professionally done or to scale.

**We accept credit & debit cards, checks, money orders, or exact amount in cash. There is a 3% fee for processing credit/debit cards.**

*All permits are final, no refunds are given.*

I UNDERSTAND AND AGREE TO ABOVE: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

Printed name: \_\_\_\_\_

Date / Received by \_\_\_\_\_

Permit # \_\_\_\_\_

Reviewed \_\_\_\_\_

# HENRY COUNTY DEPARTMENT OF BUILDING

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1201 Race Street, Suite 210  
New Castle, IN 47362  
765-529-7408  
Fax 765-521-7072  
hcpcpermits@henrycounty.in.gov

## PERMIT APPLICATION

*Please Print*

**ALL applications are subject to a MINIMUM 24-hour review**

OWNER: \_\_\_\_\_ PHONE# \_\_\_\_\_

ADDRESS: \_\_\_\_\_

EMAIL: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_ PHONE# \_\_\_\_\_

ADDRESS: \_\_\_\_\_

EMAIL: \_\_\_\_\_

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) WORKING days to issue a permit.**

*Failure to provide all requested information may result in delays in processing.*

*Permit Fees are non-refundable.*



**NOTICE OF ASSESSMENT REGISTRATION**  
 State Form 786 (R3 / 6-16)  
 DEPARTMENT OF LOCAL GOVERNMENT FINANCE

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)

<b>AMONG THE ITEMS SUBJECT TO THIS NOTICE ARE:</b>
<ul style="list-style-type: none"> <li>• Construction or placement of building, swimming pool, or other yard structure</li> <li>• Horizontal or vertical extension of building, including extensions such as patios.</li> <li>• Major remodeling, including finishing of attic or basement.</li> <li>• Addition (not replacement) of fireplace, central air conditioning, central heating, commercial paving, bath tub, sink, toilet, water heater.</li> </ul>

<b>BASIC INFORMATION</b>	
Name of registrant	Telephone number ( )
Address of registrant (number and street, city, state, ZIP code)	
Name of landowner	Telephone number ( )
Address of landowner (number and street, city, state, ZIP code)	

<b>LOCATION OF REAL PROPERTY</b>					
Section	Township	Range	Lot	Block	Subdivision or addition
County road or street				City	Parcel number

<b>DESCRIPTION OF DEMOLITION, STRUCTURAL MODIFICATION, OR IMPROVEMENT</b>

**ESTIMATED COST INFORMATION IS CONFIDENTIAL PER IC 6-1.1-35-9.**

<b>ESTIMATE</b>		
Cost of materials and labor	Commencement date (month, day, year)	Completion date (month, day, year)

Signature of registrant	Date signed (month, day, year)
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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: \_\_\_\_\_

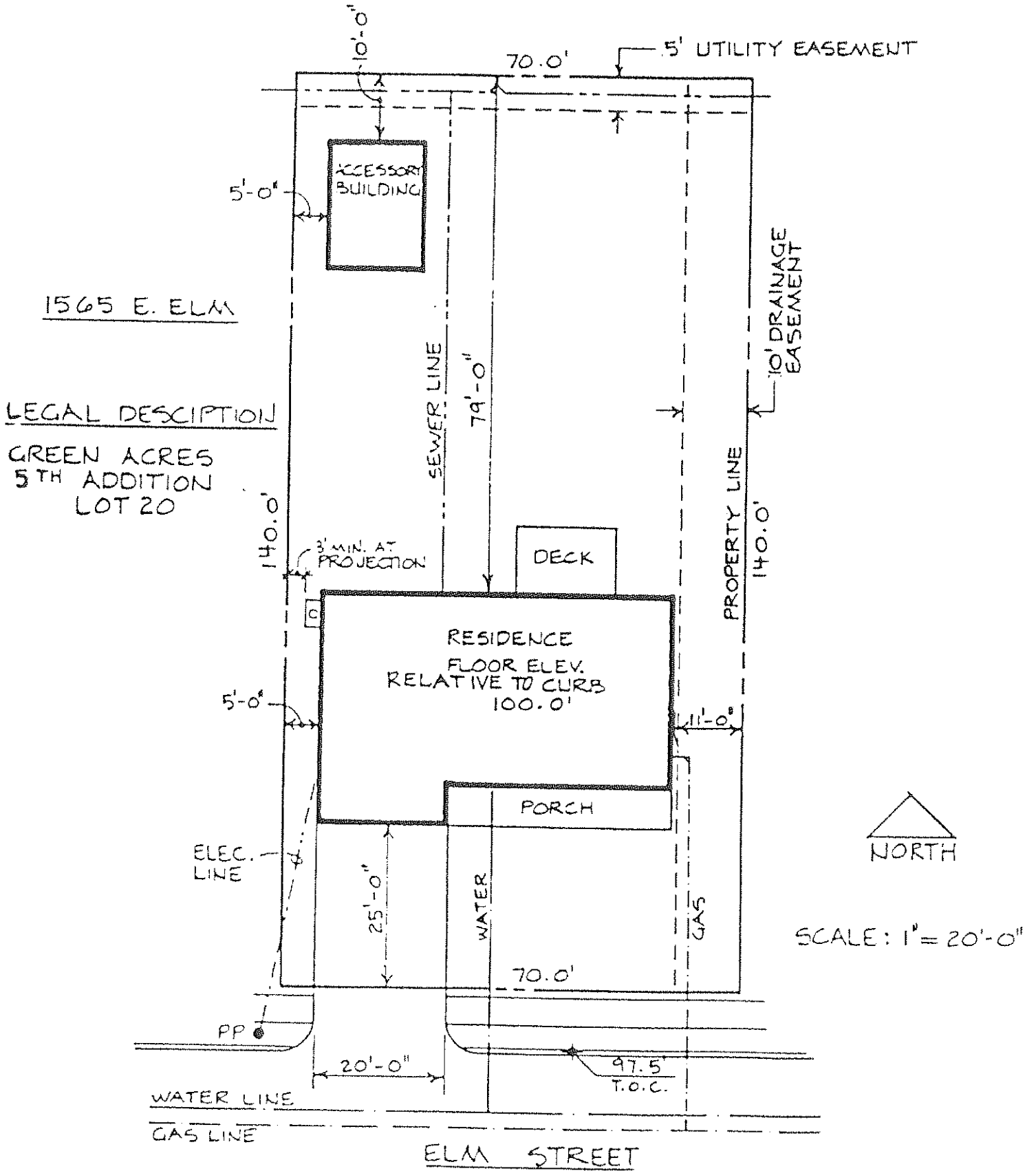
Signature of Homeowner/Builder: \_\_\_\_\_

All inspections must be completed and documented before Certificate of Occupation will be issued.  
Special or unforeseen circumstances may allow a temporary permit to be issued.

Please call the Building Inspectors office to arrange inspections 765-529-7408

Date / Time rcvd: \_\_\_\_\_ Date / Time reviewed: \_\_\_\_\_

# SITE PLAN ILLUSTRATION



## Site Plan Information

- 1) Parcel number if available in upper left corner of illustration
- 2) Name and address of applicant. Please include phone number & email.
- 3) Name of adjacent streets or roads.
- 4) Size, location and use of any easements on the property.
- 5) Location of underground and overhead utilities serving any structure. These include, well head location, water lines, sewage lines, septic systems, gas, telephone, cable, etc. Proposed installation of new utilities should be described in narrative and marked on site plan.
- 6) Location of any structures or important location improvements on the property. Tool shed, pool, fences, driveways, parking areas, etc.
- 7) Distances of any and all improvements on the property in relationship to the property lines, roads or known county drains and private drains or tiles.
- 8) Try to make drawing to scale if possible and note scale.
- 9) If the project is a new fence or there is an existing fence on the property, please include that in your site plan.