

HENRY COUNTY, INDIANA

BUILDING CONSTRUCTION CHECKLIST

- CHECK WITH PLANNING AND ZONING OFFICE TO SEE IF SITE HAS ANY RESTRICTIONS / COVENANTS / ZONING OR OTHER SITE CONSIDERATIONS.
- IF YOU ARE BUILDING A BUILDING THAT EMPLOYEES MAY BE USING OR THE PUBLIC WILL HAVE ACCESS TO, YOU MAY NEED A DESIGN RELEASE FROM THE STATE OF INDIANA, DEPARTMENT OF HOMELAND SECURITY.
- CONTACT HENRY COUNTY HEALTH DEPARTMENT, ENVIRONMENTAL HEALTH DIVISION TO OBTAIN INFORMATION ABOUT INSTALLATION OF SEPTIC SYSTEM IF NEEDED.
- IF YOU ARE INSTALLING A NEW DRIVEWAY, CONTACT HENRY COUNTY HIGHWAY DEPARTMENT TO OBTAIN A DRIVEWAY PERMIT IF ON COUNTY ROAD. CONTACT STATE HIGHWAY DEPARTMENT (GREENFIELD DIVISION) IF ON STATE HIGHWAY.
- FILL OUT EMERGENCY 911 ADDRESS REQUEST (IF NEEDED) – SUBMIT WITH APPLICATION.
- FILL OUT HENRY COUNTY BUILDING AND ZONING PERMIT APPLICATION.
- COMPLETE A SITE PLAN FOR THE PROJECT.
- SUBMIT APPLICATION ALONG WITH A COPY OF SEPTIC PERMIT, THE PLAN WORKSHEET FOR SEPTIC INSTALLATION, DRIVEWAY PERMIT, SITE PLAN AND BUILDING PLANS AND ANY REQUIRED STATE RELEASE(S) TO HENRY COUNTY PLANNING AND ZONING. THE SITE PLAN SHALL INCLUDE ACCURATE DISTANCE MEASUREMENTS OF THE LOCATION OF ALL SEPTIC COMPONENTS IN RELATIONSHIP TO THE HOUSE, DRIVEWAY(S), WELL AND PROPERTY LINES. A PHOTO OF THE FLAGGED SEPTIC LAYOUT AND ITS RELATIONSHIP TO THE PROPOSED STRUCTURE MUST BE IN THE HANDS OF THE PLANNING OFFICE BEFORE CONSTRUCTION IS STARTED.
- IF A HOME, FILL OUT AND ATTACH HENRY COUNTY ASSESSORS HOUSE DESCRIPTION QUESTIONAIR.

- FILL OUT INDIANA NOTICE OF ASSESMENT REGISTRATION AN INCLUDE WITH SUBMISSION.
- SUBMIT A DIGITAL FILE OF PLANS TO THE PLANNING & ZONING OFFICE. IF YOU DO NOT HAVE A DIGITAL FILE YOU NEED TO PROVIDE A FULL-SIZE COPY OF THE PLANS TO BE SCANNED FOR INCLUSION IN YOUR APPLICATION FILE.

NAME, ADDRESS AND PHONE NUMBER OF CONTRACTORS OF THE JOB SHOULD BE LISTED AND ATTACHED TO THE BUILDING PLANS AND OR SITE PLAN.

APPLICATIONS WILL BE REVIEWED BY PLANNING AND ZONING FOR COMPLETENESS WITHIN 16 WORKING HOURS. PLEASE PROVIDE A GOOD E-MAIL ADDRESS SO THAT WE CAN CONTACT YOU IF WE NEED FURTHER INFORMATION. APPLICATIONS WILL NOT BE CONSIDERED SUBMITTED UNTIL ALL REQUIRED DATA IS SUPPLIED. IT MAY TAKE UP TO 10 DAYS FROM ACCEPTANCE OF A COMPLETE AND ACCURATE APPLICATION TO ISSUE PERMIT(S).

APPLICATIONS NOT COMPLETED IN THEIR ENTIRETY WILL BE RETURNED TO THE APPLICANT FOR COMPLETION.