

Town of Syracuse Permit Procedures:

The Town of Syracuse is a participant of the Kosciusko County Area Plan Commission and is subject to the requirements of the Kosciusko County Zoning Ordinance, Flood Control Ordinance, Stormwater and Erosion Control Ordinance, Subdivision Control Ordinance, and Mobile Home Park Control Ordinance. As a result all projects must obtain an Improvement Location Permit by providing all required documentation from the Kosciusko County Area Plan Commission.

In addition to these requirements the Town of Syracuse has adopted state building codes and requires all projects within the corporate limits of Syracuse to obtain a Building Permit from the Town prior to beginning any work. Said projects are also subject to building inspections and must have an approved occupancy permit after construction is completed. In order to obtain the building permit applicants should coordinate the inspections, and request the occupancy permit with the Town's building inspector Hal Hansbough. Mr. Hansbough's office is located within the Syracuse Town Hall.

Steps for construction:

1. Obtain, when applicable, sewer & water permits from the Syracuse Public Works Department.
2. Obtain, when applicable, a driveway permit from the Town of Syracuse or Indiana Department of Transportation.
3. Obtain, when applicable, written proof of address for property from the Town Clerks office.
4. **For Commercial Projects Only:**
 - a. Obtain the State Fire and Building Permit or if no permit is required documentation of such.
 - b. When applicable, obtain Rule 5 erosion control approval.
 - c. When applicable, obtain stormwater control approval from the Area Plan Commission Office.
5. When applicable, meet all other criteria or conditions specific to site.
6. Obtain Improvement Location Permit from the Kosciusko County Area Plan Commission. (At time of application all documentation must be presented and criteria met).
7. **Obtain the building permit from the Town of Syracuse building inspector.**
8. Schedule inspections with the Town inspector.
9. Contact the Town building inspector to obtain an occupancy permit. (In order to obtain said occupancy permit the Kosciusko County Area Plan Commission must first issue an occupancy permit on the obtained Improvement Location Permit).