

**What is required prior to the issuance of a
Commercial/ Industrial/Public Use Improvement Location Permits:
The Area Plan Commission will not issue a permit if the applicant does not provide the proper
approvals and documentation as listed below.**

Property Documentation

- You will need to bring us the legal description of the property. If this is a new tract of ground you will need to bring us a **recorded** copy of the new deed. This means the copy you bring should have the Kosciusko County Recorders stamp on it.
- You will also need to provide us with the property Key Number which may be obtained in the Kosciusko County Auditors office, from a Tax Statement, or from the Kosciusko County GIS system.
- We will also require the property owner's name, mailing address, phone number, and existing address for the property if applicable.

Building Site Plan Must Show:

- **Lot Size:** Diagram should indicate the dimensions of your property and where your property lines are located.
- **Existing Buildings:** Diagram must show all existing buildings and structures located on the property at the time of application, and the distance each is from the property lines to the closest point of the structure.
- **New Building:** On the diagram show the new construction and its proposed location. This should include the dimensions of all new construction, the setback of the new construction from existing property lines, waters edge, and road right-of-ways. These setback measurements should be taken to the closest point including but not limited to gutters, overhangs, decks, stairs, and porches. You should also indicate any erosion control methods to be implemented on the property during construction. You should indicate the **North** direction and label all roads, watercourses, and lakes. **It should also be shown any specifics as required under ARTICLE 2 - District Regulations of the Kosciusko County Zoning Ordinance, specifically sections 2.9 Commercial Districts, 2.10 Industrial-1 standards, 2.11 Industrial-2 standards, and 2.12 Industrial-3 standards.**

Sewage and Water Requirements

- If the property where construction is to occur is on a well our office must have either a letter of waiver or permit from the Indiana Department of Environmental Management (**Sophia Andrews Email: soandrew@idem.IN.gov, Ph#: 800-753-5519**) unless the project is waived to the local health department.
- If the property where construction is to occur is on a septic our office must have either a granted septic permit or letter of non-objection from the State Department of Health and/or the Kosciusko County Health Department (which ever department has regulatory authority), which is located on the 3rd floor of the Courthouse.
- If the structure or addition is going to be located on public sewer and or public water you will be required to provide our office with a letter/permit from the service provider stating that the new construction will be connected to the respective line and all approvals have been given for such action.

Driveway Access

- On a commercial, industrial, or public use building if the proposed construction will be the first structure on the lot, you must obtain a highway entrance permit from the County Highway Department, the State Highway Department, or equivalent town/city office before the Area Plan Commission will issue a permit. If the construction is an addition then a waiver may be provided.

Drainage Review

- An approved drainage review as specified under Article 3 of the Kosciusko County Stormwater & Erosion Control Ordinance must be presented. In some instances the project may be referred to an alternate evaluator as prescribed.

Erosion Control Plan

- A detailed plan indicating location and method of all erosion control practices to be implemented on site. If the project requires an IDEM Rule 5 an approved copy of this must be submitted.

Flood Requirements

- In some instances, a property may be located within a designated floodplain as determined by the National Flood Insurance Maps. In these instances, the procedures for obtaining an improvement location permit as described in the Kosciusko County Flood Control Ordinance must be followed.

Estimated Cost & Contractor

- You should provide an estimated cost of the proposed construction.
- You will need to provide the name, address, and phone number of the contractor if it is different then the property owner.
- The contractor or builder must be registered with our office prior to the issuance of any permit. Registration may be done at the time the permit is applied for.

State Permit

- We require a Construction Release from the Indiana Department of Fire and Building Services (**317-232-6422**) State Permit - www.in.gov/dhs/files/sf22349.pdf IDHS Fire and Building - <http://www.in.gov/dhs/3552.htm>

*Certain projects may require additional information that is unforeseen and may be required as specified under section 4.45 of the Kosciusko County Zoning Ordinance or as prescribed under and hearing approvals.

** IDEM Stormwater Pollution Prevention Plan: Rule 5 may be required by the state.