BUILDING PERMIT APPLICATION

___ New 1 & 2 Family Dwellings ___Residential Additions
___ Multi-Family/Commercial Construction (new)
___ Commercial Addition ___Commercial Remodel
✓ Accessory Structures (Residential/ Commercial)

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In order to apply for a permit, you must complete the form below.

Job Address:
Street Number:_____ Unit # (if any): _____ Street Name: _____ Zip Code: _____

Current Zoning: _____ Subdivision: _____

What (if anything) is on the property now? (i.e., house, restaurant, etc.): _____

Lot #: _____

Name of Owner: _____

Address of Owner: _____

City, ST ZIP: _____ Phone: _____

If Applicable:
Lessee Name: _____

Lessee Address: _____

Lessee City ST ZIP: _____Phone: _____

If Applicable:
General Contractor Name _____

Address _____

Brief description of work to be done: _____

_____

Name of Applicant (Agent or Owner): _____

Date of Application: _____

Telephone: _____

Value of Work: $ _____

For Building Permits that add square footage to a property, enter the setbacks:

Front: _____ Left Side: _____ Right Side: _____ Rear: _____

For Building Permits:

Sprinkler System?: Y _____ N _____

# of Stories: _____ # of Rooms: _____ # of Bedrooms _____ # of Baths _____ Fireplaces ____ Chimneys: _____

If Applicable:

# of Buildings: _____ # of Units: _____ Sprinkler System Sq Footage: _____

If Applicable: Square Footage Per Floor

Bsmt/Crawl Space _____

1st Floor _____

2nd Floor _____

3rd Floor _____

4th Floor _____

5th Floor _____

6th Floor _____

Total _____ Garage Total _____

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Thank you for completing this application. It will be processed as quickly as possible.
** Requests for inspections will not be scheduled unless the permit address is supplied at the time of the request.

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Applicant's Signature: _____

TOWN OF CHESTERTON

SITE PLAN REQUIREMENTS & ADDITIONAL INFORMATION
COMMERCIAL/RESIDENTIAL ACCESSORY STRUCTURE

Proposed use of accessory structure_____

Electric service type_____

The following items are required:

__Site plan of property clearly showing all existing buildings and size of buildings including set backs.

__Proposed accessory structure must be drawn on the site plan showing distances to all property lines.

__Show distance from principal structure (must be a minimum of ten (10) feet from furthest projection of both structures.

__One COMPLETE set of drawings. All drawings must clearly show the overall dimensions of the structure to be built (height, width, and depth). The drawings also must show the square footage. The drawings must clearly show the dimensions and location of every structural element and footing, both inside and outside of the structure's footprint. Drawings must show the elevation of grade. Details of the foundation from roof overhang to footer (wall section).

__List of all the contractors used on project. All contractors MUST be registered with the Town of Chesterton. Please list name, address, and phone number of each contractor and what they will be doing on project.

__Show drainage on plan.

__If any plumbing, submit a copy of plumbing schematics.

08/08

CONTRACTOR LIST

Please list name, address, and phone number of each contractor working on job.

Date:_____**Address of Site**_____

	NAME	PHONE
General	_____	_____
Address	_____	
Excavator	_____	_____
Address	_____	
Electric	_____	_____
Address	_____	
Plumbing	_____	_____
Address	_____	
Sewer	_____	_____
Address	_____	
HVAC	_____	_____
Address	_____	
Framer	_____	_____
Address	_____	
Concrete	_____	_____
Address	_____	
Concrete Block	_____	_____
Address	_____	
Waterproofing	_____	_____
Address	_____	

CONTRACTOR LIST (continued)

	NAME	PHONE
Roofing	_____	_____
Address	_____	
Drywall	_____	_____
Address	_____	
Siding	_____	_____
Address	_____	
Brick Work	_____	_____
Address	_____	
Painter	_____	_____
Address	_____	
Gutters	_____	_____
Address	_____	
Trim	_____	_____
Address	_____	
Insulation	_____	_____
Address	_____	
Energy Testing Rater	_____	_____
Address	_____	
Fire Suppression/Hood	_____	_____
Address	_____	

All sub's must be registered in the Town of Chesterton before permit can be issued.

Town of Chesterton
INDIANA

Building Department

ATTENTION
ALL CONTRACTORS WORKING IN THE TOWN OF CHESTERTON

WHENEVER THERE SHALL BE ANY EXCAVATING STARTED UPON ANY LOT AND THERE ARE BUILDINGS ADJOINING LOT, SUCH PERSON MAKING SUCH EXCAVATINGS SHALL NOTIFY THE OWNER OF SUCH BUILDING IN WRITING AT LEAST TEN (10) DAYS BEFORE COMMENCING SUCH EXCAVATING.

IT IS IMPERATIVE THAT ALL CONSTRUCTION SITES MAINTAIN SILT FENCES DURING CONSTRUCTION. SILT FENCES MUST REMAIN IN PLACE UNTIL A LAWN IS ESTABLISHED OR SOD REQUIREMENTS ARE MET.

ALL TEMPORARY DRIVEWAYS MUST HAVE AGGREGATE DOWN IMMEDIATELY FOLLOWING EXCAVATION OR INSPECTIONS WILL NOT BE CONDUCTED. YOU WILL BE IN VIOLATION OF CHESTERTON STORM WATER MANAGEMENT.

EVERY PERMIT ISSUED BY THE TOWN PURSUANT TO CHAPTER 5, SEC. 5-44 SHALL EXPIRE AND BECOME NULL AND VOID IF THE WORK AUTHORIZED BY SUCH PERMIT IS NOT COMMENCED WITHIN SIXTY (60) DAYS FROM THE DATE OF SUCH PERMIT OR HAS NOT BEEN COMPLETED WITHIN ONE HUNDRED EIGHTY (180) DAYS FROM THE DATE OF SUCH PERMIT EXCEPT THAT NEW RESIDENTIAL, BUSINESS AND INDUSTRIAL STRUCTURES SHALL HAVE EIGHTEEN (18) MONTHS TO BE COMPLETED FROM THE DATE OF SUCH PERMIT BEFORE THE PERMIT EXPIRES. BEFORE ANY UNCOMPLETED WORK CAN BE RECOMMENCED AFTER THE EXPIRATION OF A PERMIT, A NEW PERMIT SHALL BE FIRST OBTAINED AND A NEW FEE SHALL BE PAID IN ACCORDANCE WITH THIS CHAPTER.

A STATE DESIGN RELEASE MAY BE REQUIRED FOR WORK ON CLASS 1 STRUCTURES.

12-04-09

1490 Broadway, Suite 5 | Chesterton, Indiana 46304
www.chestertonin.org
(219) 926-2610

Town of Chesterton
INDIANA

Building Department

REQUIRED INSPECTIONS

The following inspections apply to all residential and commercial construction. The contractor or owner must call the Building Department office **twenty four (24) hours in advance** to schedule inspections. The Building Department office is open from 8:00 A.M. to 4:30 P.M. Monday through Friday.

Stake Inspection: When property is staked, prior to excavation of any type. Must meet all setback requirements. All four corners of lot required to be staked.

Footing Inspection: When the foundation has been excavated and forms are set or trenches have been excavated, prior to pouring concrete. **PRIOR TO THE PREPOUR FOUNDATION WALL INSPECTION, A WRITTEN DOCUMENT SIGNED AND SEALED BY SURVEYOR MUST BE SUBMITTED CERTIFYING THE TOP OF THE FOOTING ELEVATION.**

Foundation Wall Inspection: When wall forms are in place , with rod.

Foundation Backfill Inspection: When drain tile, stone and wall waterproofing is complete, but before backfill.

Electric Service Inspection: Building Department will notify Nipsco when this inspection is complete and approved.

Underground Plumbing: Must be inspected before covering.

Rough Inspection: All electric, plumbing, framing and mechanical. (Must be exposed and visible.)

Insulation Inspection: Prior to drywall.
****RESIDENTIAL NEW CONSTRUCTION MUST SUBMIT COMPLETED INSPECTION CHECKLIST PRIOR TO ON-SITE INSPECTION****

Public Sidewalk Inspection: Forms prior to concrete pour. (Wire Mesh or Fiber Mesh required in concrete)

Town of
Chesterton
INDIANA

Building Department

PRIOR TO OCCUPANCY/FINAL INSPECTION, AN AS-BUILT SITE PLAN DRAWING MUST BE SUBMITTED SIGNED AND SEALED BY SURVEYOR, MEETING ALL THE REQUIREMENTS OF SECTION 5-41 OF THE CHESTERTON TOWN CODE AND IDENTIFYING ALL OF THE IMPROVMENTS INCLUDING, BUT NOT LIMITED TO, THE FOLLOWING: BUILDING LAYOUTS, INFRASTRUCTURE, TOP OF THE FOOTING ELEVATION, TOP OF THE FOUNDATION WALLS ELEVATION, FINISHED GARAGE FLOOR ELEVATION, FINAL GRADING ELEVATIONS FOR THE PARCEL AND EXTENDING AT LEAST TWENTY (20) FEET INTO SURROUNDING PARCELS, AND DRAINGE FLOW ARROWS. PRIOR TO AN OCUPPANCY PERMIT BEING ISSUED, THE PARKWAY AREA (AREA BETWEEN THE CURB EDGE OF THE ROAD AND THE SIDEWALK) SHALL BE SODDED, AND ALL PERIMETER CONTROLS (I.E. SILT FENCE, FILTER SOCK, ETC.),OR ACCEPTABLE ALTERNATIVE, SHALL REMAIN IN PLACE. IF THE LOT DOES NOT HAVE A PARKWAY AREA, THEN NO LESS THAN EIGHT (8) FEET OF SOD SHALL BE PLACED BETWEEN THE CURB EDGE OF THE ROAD PAVEMENT AND THE BUILDING OR STRUCTURE.

****A BLOWER DOOR CERTIFICATE MUST BE SUBMITTED FOR ALL NEW RESIDENTIAL CONSTRUCTION BEFORE OCCUPANCY CERTIFICATE WILL BE ISSUED****

SECTION 24-53 OF CHESTERTON TOWN CODE REQUIRES INDIVIDUAL BUILDING LOTS TO ACHIEVE FINAL STABILIZATION WITH A PERENNIAL VEGETATIVE COVER WITH A DENSITY OF AT LEAST SEVENTY PERCENT (70%) ON ALL UNPAVED AREAS AND AREAS NOT COVERED BY PERMANENT STRUCTURES. ALTERNATIVE MEASURES TO SITE STABILIZATION ARE ACCEPTABLE IF THE PROJECT SITE OWNER OR THEIR REPRESENTATIVE CAN DEMONSTRATE THEY HAVE IMPLEMENTED EROSION AND SEDIMENT CONTROL MEASURES ADEQUATE TO PREVENT SEDIMENT DISCHARGE.

Final Building Inspection/Occupancy Inspection: The inspector will be checking mainly for safety features such as smoke detectors, hand rails on stairwells, and G. F. C. I. protected outlets. Separation of residence from attached garage. House numbers must be installed as per Town Code. If septic systems are used, they must first be approved by the Porter County Health Department. Front yard tree as required by Zoning Ordinance must be planted (i.e. front yard between sidewalk and front wall of home.)

OCCUPANCY PERMIT MUST BE ISSUED BEFORE STRUCTURE IS OCCUPIED.

Other inspections may be made at the discretion of the Town Engineer or Building Commissioner.

****$50.00 REINSPECTION FEE WILL BE CHARGED FOR ALL FAILED OR ADDITIONAL RESIDENTIAL INSPECTIONS.

****$85.00 REINSPECTION FEE FOR ALL FAILED OR ADDITIONAL COMMERCIAL INSPECTIONS.

7/09/2012

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INSPECTION CHECK OFF LIST

_____Stake

_____Footing

_____Written document signed and sealed by surveyor certifying top of footing elevation.

_____Foundation Walls

_____Foundation Backfill

_____Temporary Electric (If applicable)

_____Electric Service

_____Underground Plumbing

_____Rough/Fire Truss Inspection

_____Insulation/Flame Spread Rating (If Unfinished?)

_____Sidewalk

_____As-Built Site Plan Drawing signed and sealed by Surveyor

_____Parkway area sodded or 8' of sod

_____Home Certified Blower Door Certificate

_____Temporary Occupancy

_____Occupancy

Unfinished areas_____

Town of Chesterton
INDIANA

Building Department

TOWN OF CHESTERTON
CONTRACTOR APPLICATION

COMPANY NAME _____

ADDRESS _____

PHONE _____ FAX _____ CELL _____

CLASSIFICATION OF SERVICE PROVIDED_____

CONTACT PERSON _____

ITEMS NEEDED FOR CONTRACTOR TO REGISTER IN CHESTERTON:

1. **CERTIFICATE OF INSURANCE.** ALL BUILDING CONTRACTORS SHALL FURNISH, AS PART OF THIS APPLICATION: (A) A VALID, CURRENT CERTIFICATE OF INSURANCE SHOWING COMPLIANCE WITH INDIANA WORKER'S COMPENSATION AND OCCUPATIONAL DISEASE LAWS, OR A CURRENT WORKER'S COMPENSATION CLEARANCE CERTIFICATE; AND (B) A CERTIFICATE OF INSURANCE DEMONSTRATING MINIMUM COMBINED SINGLE LIMITS OF FIVE HINDRED THOUSAND DOLLARS PER OCCURRENCE FOR BODILY INJURY AND PROPERTY DAMAGE.

2. **$5,000 BOND** (CHOICE OF 2 OPTIONS)
   OPTION #1 – PORTER COUNTY UNIFIED BOND. MUST BE RECORDED IN VALPARAISO BY THE RECORDER AND STAMPED WITH RECORDERS STAMP TO BE VALID IN THE TOWN OF CHESTERTON. GOOD IN ALL TOWNS AND CITIES IN PORTER COUNTY. (COUNTY RECORDER 465-3465).
   OPTION #2 – BOND MADE OUT TO THE TOWN OF CHESTERTON. THIS BOND DOES NOT NEED TO BE RECORDED. THIS BOND CAN ONLY BE USED IN THE TOWN OF CHESTERTON.

3. **$100.00 REGISTRATION FEE.** THIS IS GOOD FOR ONE YEAR. RENEWAL IS $50.00 **IF NOT EXPIRED** (IF CONTRACTOR IS A PLUMBER, THE EXPIRATION DATE IS DECEMBER 31ST OF THE SAME YEAR). CHECKS ARE TO BE MADE OUT TO: **TOWN OF CHESTERTON.**

*****PLUMBING CONTRACTORS MUST PROVIDE A COPY OF THEIR VALID INDIANA STATE PLUMBING LICENSE.*****

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