



CITY OF PERU
 35 S Broadway
 Peru, IN 46970

Phone: 765-473-4881
 Fax: 765-472-5815

RESIDENTIAL PERMITTING (1-2 Family Dwellings)
Building & Zoning Permit

DATE SUBMITTED: _____

CASE #: _____

Zoning Approval Date: _____

Building Approval Date: _____

Zoning \$ _____ Bldg \$ _____ Total \$ _____

Date Issued: _____ Paid: _____

*****Address of Construction Activity:**

Est Start Date:	Est. Completion Date:	Est. Project Cost:	Total Sq Ft:
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Property Owner	Name		
	Mailing Address		
	City, State, Zip		Phone:
	Email:		Other Phone:

Applicant Information	Name		
	Mailing Address		
	City, State, Zip		Phone:
	Email:		Other Phone:

Contractors

Work Type	Contractor Name	Address	Phone
Building/General			
Concrete			
Electrical			
Plumbing			
Other			

PROJECT TYPE:

NEW CONSTRUCTION ADDITION RENOVATION (INTERIOR) RENOVATION (EXTERIOR)

PROPOSED USE: (check applicable)

- Primary Structure: Addition to Primary Structure (Living Space) Mobile Home/Manufactured
- Accessory Structure: Non-living Space: Deck/Porch/Balcony/Carport Attached Detached
- Garage Attached Detached Shed Perm Foundation Perm Temp Storage
- Other Pool/Spa Inground Above Ground

SCOPE OF WORK: Detail the work to be performed (ie, paint, new siding, new windows, roof, electrical, etc.)

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BUILDING SIZE (if for roof, note entire SF that will be reroofed in other):				
1 ST FLR SQ FT	2 ND FLR SQ FT	3 RD FLR SQ FT	BASEMENT SQ FT	OTHER SQ FT

ZONING REVIEW (If applicable):

SETBACKS				
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FRONT LOT LINE (FT)	SIDE LOT LINE (FT)	SIDE LOT LINE (FT)	REAR LOT LINE (FT)	OTHER (FT)
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Notes from Admin: VARIANCE NEEDED: YES NO

NEW ADDRESS REQUIRED: YES NO

COMBINING OF LOTS REQUIRED: YES NO

Parcel #: _____ - _____ - _____ - _____ - _____ . _____ - _____

Parcel #: _____ - _____ - _____ - _____ - _____ . _____ - _____

Parcel #: _____ - _____ - _____ - _____ - _____ . _____ - _____

Notes from Admin:

REZONING REQUIRED: YES NO

Notes from Admin:

FENCING: VARIANCE NEEDED: YES NO

Notes from Admin:

LANDSCAPING: VARIANCE NEEDED: YES NO

Notes from Admin:

PARKING: VARIANCE NEEDED: YES NO

Notes from Admin:

OTHER: VARIANCE NEEDED: YES NO

Notes from Admin:

PLANS APPROVED BY ZONING ADMINISTRATOR ON: _____

ZONING ADMINISTRATOR SIGNATURE: _____

NOTE:

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BUILDING REVIEW:	
DWELLING DESCRIPTION: <input type="checkbox"/> SINGLE FAMILY <input type="checkbox"/> 2-FAMILY <input type="checkbox"/> Not applicable <input type="checkbox"/> OTHER _____	
TYPE OF CONSTRUCTION (IF NEW): <input type="checkbox"/> Conventional Construction (Stick Built) <input type="checkbox"/> Modular Construction <input type="checkbox"/> Pre-Engineered	
DIMENSIONS OF THE STRUCTURE YOU ARE ADDING OR TAKING AWAY FROM THIS PARCEL: 1. Length: _____ x Width _____ = _____ Total SF 2. Length: _____ x Width _____ = _____ Total SF	
WATER SUPPLY <input type="checkbox"/> MUNICIPAL <input type="checkbox"/> PRIVATE / WELL	
SANITARY <input type="checkbox"/> MUNICIPAL <input type="checkbox"/> PRIVATE / WELL	
UTILITY TAP PERMIT #	BOARD OF HEALTH PERMIT # (IF APPLICABLE)
MECHANICALS	
ELECTRICAL SERVICE: <input type="checkbox"/> New <input type="checkbox"/> Upgrade <input type="checkbox"/> Repairs <input type="checkbox"/> N/A	
ELECTRICAL SYSTEMS: <input type="checkbox"/> New <input type="checkbox"/> Upgrade <input type="checkbox"/> Repairs <input type="checkbox"/> N/A	
HVAC SYSTEMS: <input type="checkbox"/> New <input type="checkbox"/> Upgrade <input type="checkbox"/> Repairs <input type="checkbox"/> N/A	
PLUMBING SYSTEMS: <input type="checkbox"/> New <input type="checkbox"/> Upgrade <input type="checkbox"/> Repairs <input type="checkbox"/> N/A	
FIRE SUPPRESSION: <input type="checkbox"/> New <input type="checkbox"/> Upgrade <input type="checkbox"/> Repairs <input type="checkbox"/> N/A	
SITE PREP	
EXCAVATION REQUIRED: <input type="checkbox"/> YES <input type="checkbox"/> NO If yes: Area to be excavated: Length _____ x Width _____ = _____ Total SF	
DRIVEWAY/CURB/ALLEY/STREET CUT REQUIRED: <input type="checkbox"/> YES <input type="checkbox"/> NO Driveway: Length _____ x Width _____ = _____ Cut: Length _____ x Width _____ = _____	

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SUPPORTING DOCUMENTS

NOT ALL ITEMS BELOW WILL APPLY TO YOUR PROJECT. PLEASE REVIEW AND PROVIDE ALL APPLICABLE DOCUMENTS TO THE BUILDING AND ZONING DEPARTMENT. RELEASE OF ALL LOCAL PERMITS IS DEPENDANT UPON THESE DOCUMENTS.

IF YOU ARE UNCERTIAN AS TO WHICH DOCUMENTS APPLY TO YOUR PROJECT PLEASE FEEL FREE TO CONTACT OUR OFFICE FOR ASSISTANCE.

STATE DESIGN RELEASE

675 IAC 12-6-3 Sec. 3 (a) No construction shall be done on a Class 1 structure until a design release has been issued by the office of the state building commissioner unless it is of a type specifically exempt ... 675 IAC 12-6-4.

For forms and information concerning your project and the need for a design release please go to: <http://www.in.gov/dhs/fire/branches/plan%20review/index.html> or check with the City of Peru Building and Zoning Department 473-4881 or our web site <http://www.cityofperu.org/Building%20&%20Zoning.htm>

REQUIRED
 YES NO

IF REQUIRED, DATE RECEIVED:

FLOODPLAIN

Projects located in designated flood plains are required to provide application and plans before constructing or reconstructing of any structures in these areas. If you are located in a designated flood plain you are required to provide all project information to the "Indiana Department of Natural Resources" as well as the local building and zoning departments.

If in a flood plain, you will need to supply out office with:

DNR Permits/Approvals

Certificate of Elevation Cert No: _____

REQUIRED
 YES NO

IF REQUIRED, DATE RECEIVED:

EROSION CONTROL / RULE 5

An Erosion Control Plan is required for projects covering 10,000 SF or more (Local). Some examples of control elements for example... silt fences, soil clean up on the streets and allies temporary gravel construction entrance ect...

If your project covers 1 acre or more compliance with **State Rule 5** is required. An NOI (Notice of Intent) to disturb the ground must be filed with the "Indiana Soil and Water Conservation District". For more information and the forms needed please contact Nick Parkman 473-7651.

REQUIRED
 YES NO

IF REQUIRED, DATE RECEIVED:

HEALTH DEPARTMENT

If your project is on a private sanitary and or waste system (private well) you will need to contact the Miami County Health Department for applications and permits. <http://www.miamicountyin.gov/DocumentCenter/View/785/-Application-for-Plan-Review---Form-Number-5033-PDF?bidId=>

For NEW CONSTRUCTION ONLY:
1 SET OF PLANS/DRAWINGS SUBMITTED TO BUILDING DEPARTMENT FOR PLAN REVIEW.

*NOTE: Plans shall mean all site and construction plans as well as all specifications.
 See requirements on PAGE 5.*

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TO READ AND SIGNED BY APPLICANT

REQUIRED DOCUMENTS

1. Site plan of the property showing:
 - All property lines & dimensions.
 - All streets, alleys, right-of-ways adjacent to the lot.
 - The location of all recorded easements.
 - The location of all utilities (overhead & underground).
 - The location of all legal drains.
 - All existing and proposed structures.
**A print off of Elevate or Google is acceptable.
 - The setbacks of all existing & proposed structures.
 - Height, width, depth of proposed structures.
2. One set of detailed blueprints and any other plans or documentation for the proposed residential structure (to include mechanical, electrical, plumbing, HVAC and front elevation of completed project.)
3. New residential structures may require water & sewer tap permits. Copies of these permits must be submitted prior to issuance of this permit. Water & tap permits may be obtained from Peru Utilities at 765-473-6681.
4. If serviced by a septic system or new well, permit applications must be accompanied by a well & septic permit.
5. New commercial structures which require access on to a new or existing public roadway are required to submit a copy of the approved drive cut permit from the appropriate agency having jurisdiction.

REVIEW / PERMITTING REQUIREMENTS

1. Plan review is required for all new construction activity; please consult with our Department for more information about this requirement.
2. Only one primary structure is allowed per parcel of record.
3. Setbacks must be maintained from all property lines; you may need to join two or more parcels prior to permit approval or seek variance approval through the Zoning Administrator.
4. Construction must be at least 10' from any water well or component of a septic system.
5. Other permits may be required for the following: Electric, Plumbing, Sign permit, Fence permit if not covered by the all inclusive New Build or the Renovation Permit.
6. Plumbing contractors must have a state license number in order to be registered.
7. All contractors/subcontractors must be registered with the City of Peru Building Department or Miami County Building Department and have a current Certificate of Liability showing one of those entities as the Certificate Holder.

INITIAL OF APPLICANT ACKNOWLEDGING THEY HAVE READ AND UNDERSTAND ALL INFORMATION ABOVE:

SIGNATURE OF APPLICANT/PROPERTY OWNER/AGENT

DATE

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DISCLOSURE STATEMENTS

The property owner and or his or her agent hereby attest to and concur with the following:

1. I have the authority to make the foregoing application.
2. The application and accompanying plans/documentation are correct.
3. The plans submitted, for this project, are a basis upon which the City of Peru's Building and Zoning Department is entitled to act in issuing or revoking any Permits and or Certificates.
4. If any misrepresentation in the application or any associated documents is exposed, the City of Peru's Building and Zoning Department may revoke any and all Permits and or Certificates issued.
5. I agree to comply with all applicable City of Peru Ordinances, State of Indiana Statutes, International Building Codes and Permit conditions which regulate building, construction, use, occupancy and site development.
6. I grant and request the City of Peru Building and Zoning Department, and its designates, the privilege to access the property designated in this application and conjoined to this project for the purposes of inspecting the work permitted and posting notices for the same.
7. The Building Department/Inspectors/Building Commissioner/City Representative is hereby authorized to enter the premises to perform required inspections.
8. The structure will not be used or occupied until a Certificate of Occupancy has been issued.
9. I shall procure and retain the required Certificate of Occupancy in my records upon completion of the project for perpetuity.
10. This permit is not valid and work **is not permitted until signed and issued by an agent of the City of Peru Department**
11. The issuance of a permit shall not authorize the violation of any provision of the Building Code, Electrical Code, Plumbing Code, Zoning Code or any other applicable code or regulation.
12. Inspections may be scheduled by calling the Building Department at 765-473-4881 during normal business hours (8am-4pm, Monday-Friday, 8am-noon on Wednesday). It is recommended that you call at least 24 hours in advance.
13. Failure to call for a required inspection may result in the assessment of fines/penalties. You may also be required to undo already completed work so that code compliance may be verified by the inspector.
14. If an inspection is failed or denied by the inspector, a re-inspection fee may be assessed and you will be required to schedule a new inspection appointment.

SIGNATURES

PROPERTY OWNER OR APPLICANT OR AGENT

DATE

DEPARTMENT OF BUILDING REPRESENTATIVE

DATE