



TOWN OF CUMBERLAND BUILDING PERMIT APPLICATION

Internal Use Only: Sewer Permit # _____ Building Permit # _____
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DATE _____

TYPE OF PERMIT: ___RESID ___COMM ___INDUS

CONTRACTOR (or owner if same):	
Name	
Address	
City, State, Zip	
Telephone # _____	
Alternate Phone # _____	

PROPERTY OWNER	
Name	
Address	
City, State, Zip	
Telephone # _____	
Alternate Phone # _____	

PURPOSE OF APPLICATION:	
Residential:	
<input type="checkbox"/> New Home	<input type="checkbox"/> Addition
<input type="checkbox"/> Garage	<input type="checkbox"/> Mini-Barn
<input type="checkbox"/> Remodel	<input type="checkbox"/> Demolition
<input type="checkbox"/> Relocate Structure	<input type="checkbox"/> New Roof
<input type="checkbox"/> Swimming Pool	<input type="checkbox"/> Structure
Other: _____	

Commercial:	
<input type="checkbox"/> New Construction	<input type="checkbox"/> Addition
<input type="checkbox"/> Remodel	<input type="checkbox"/> Demolition
Other _____	

Industrial:	
<input type="checkbox"/> New Construction	<input type="checkbox"/> Addition
<input type="checkbox"/> Remodel	<input type="checkbox"/> Demolition
Other _____	

LOCATION OF WORK:	
_____ Buck Creek Twps.	Section # _____
_____ Sugar Creek Twps.	Section # _____
Street Address: _____	
Subdivision Name: _____	
Lot # _____	
Is any part of the proposed improvement for which this building permit would apply located in a special flood hazard area (100-year floodplain)?	
<input type="checkbox"/> Yes* <input type="checkbox"/> NO	
<small>*If yet additional information from IDNR may be required</small>	
Does the construction activity for which this building permit would apply require review and/or approval from the subdivisions developer or Homeowner's Association?	
<input type="checkbox"/> Yes** <input type="checkbox"/> No	
<small>**If yes, please attach a copy</small>	

NOTE: Any permit issued by the Town does not supersede a HOA's requirements or restrictions.

VALUE OF CONSTRUCTION	
Property: \$	_____
Structure: \$	_____
TOTAL VALUE: \$	_____

SIZE OF STRUCTURE	
Overall Dimensions:	_____
Living Area:	_____
Attached Garage:	_____
Basement:	_____
Other:	_____
TOTAL AREA:	_____

DESCRIPTION OF STRUCTURE			
Height (at peak):	_____	# Bedrooms	_____
# Bathrooms	_____	Basement	_____
			Yes
			No
Basement:	Yes	NO	
	If yes, is the basement finished?		
	Yes	No	
	_____	_____	
Type of heat:	_____	forced air	
	_____	radiant	
	_____	other (specify)	
LOCATION ON PROPERTY:			
Front setback	_____	Rear Setback	_____
Side Setbacks	_____ / _____		

I, _____ (Builder/Property Owner), agree not to begin any construction activity until a valid permit has been obtained (a permit is not valid until it is picked up and paid for). I have reviewed the covenants and restrictions applicable to this construction site, if any, and the plans submitted with this application comply with all covenants and restrictions. If these plans are found not to comply with any such covenants and restrictions, I will make any necessary corrections at my own expense. Further, I have notified and explained the covenants and restrictions to the property owner, and I will provide the owner with a copy of said covenants and restrictions within 7 days. I understand that the Town's issuance of the requested permit in no way negates the obligation to comply with all applicable requirements, covenants and restrictions, including but not limited to those imposed by a homeowner's association.

All of the information provided in this application is true and complete to the best of my knowledge. Upon request by an Official for the Town of Cumberland, I agree to provide proof of support and verify the information that I have submitted on this application. Under the penalties of perjury, I declare that I have examined this application form and the accompanying information, and to the best of my knowledge and belief, they are correct, true, and complete.

Builder/Owner's Signature: _____ Date: _____

Permit and inspection fees are due at the time the permit is picked up. Permits are valid for one (1) year from the date of issuance.

For more information contact:
 Christine Owens, Director of Planning & Development
 Phone: (317) 894-6202 Email: planner@town-cumberland.com

**BUILDING PERMIT APPLICATION
REQUIRED DOCUMENTS & CONTACT INFORMATION**

Supporting Documents Required for the Property:

Three (3) sets of the site plan or site drawing of the property, which shows the following:

- _____ Identification of the property
- _____ Legal description of the property
- _____ Dimensions of the property
- _____ Structure setback dimensions from property lines on all sides
- _____ Direction of surface water drainage flow on the property & from adjacent properties
- _____ Existing and proposed elevations for the property
- _____ Location of sump pump
- _____ Location of discharge for the sump pump
- _____ Location of all utility connections, including sanitary sewer, water, electric, gas, etc.

Supporting Documents Required for the structure:

Three (3) sets of the site plan or site drawing of the property, which shows the following:

- _____ Foundation and basement plans and details
- _____ Dimensional floor plans for all floors
- _____ Wall elevations of all exterior walls
- _____ Sections and details of walls, floors and roof, showing dimensions and materials
- _____ Construction specifications, including truss designs, fireplaces, alt. bldg. material, etc.
- _____ Electrical plans, diagrams and details of service entrance
- _____ Plumbing plans showing locations of fixtures, drains, etc.
- _____ Mechanical plans showing location and size of ductwork, equipment and capacity

Builder Contact Information:

To assist the Cumberland inspectors in fulfilling their responsibilities to oversee compliance with building codes enforced during construction and to help prevent possible delays from Building Red Tag/Stop Work Orders during construction, please indicate the company or person that should be contacted concerning compliance issues. (Please list Name and Phone # below)

Footings & Foundations: _____

Basement Walls: _____

Concrete Walks & Drives: _____

Framing & Carpentry: _____

Electrical: _____

Plumbing: _____

Mechanical: _____

Sewer & Water: _____

Finish Grading: _____



Building Permit Information & Instructions

When Do I need a permit?

Generally, any work over \$500 will require a building permit. Additionally, if you are doing structural work, adding or upgrading your electrical service, or HVAC a permit is likely required.

How long does it take to get a permit?

The Town has 15 days to review and comment on complete permit applications.

I'm not sure what information you need, can you help?

If you have questions on any part of the permit, please call (317) 894-6202 and staff will assist you with filling out the forms.

What are the fees for a building permit?

The fees differ depending on what type of work will be done. The following table lists the permit fees. The current fees went into effect 01/01/2016.

Residential (Single Family)		
Building Permit		\$200 + \$0.05 sq. ft.
Improvement Location Permit		\$150
Alterations, Roof, Fence & Deck		\$75
Footing/Foundation Inspection		\$95
Rough-in Electric Inspection		\$95
Rough-in plumbing Inspection		\$95
Rough-in HVAC inspection		\$95
Rough-in framing inspection		\$95
Permanent Electrical Meter		\$95
Final Inspection		\$380
Re-Inspection		\$95/hour
Misc. Inspections not listed		\$50
Non-Residential (multi-family, commercial, industrial, etc.)		
Building Permit		\$300 + \$0.10 sq. ft.
Improvement Location Permit		\$375
Footing/Foundation Inspection		\$190
Rough-in Electric Inspection		\$190
Rough-in plumbing Inspection		\$190
Rough-in HVAC inspection		\$190
Rough-in framing inspection		\$190
Permanent Electrical Meter		\$190
Final Inspection		\$760
Re-Inspection		\$95/hour