

# Permit Procedures

(new homes only)

After the Site Plan has been reviewed and approved.

## What you have to have:

1. Bring in a copy of your deed. \_\_\_\_\_  
Recorders Office  
Annex Bldg, Room 101
2. Obtain a Septic Permit \_\_\_\_\_  
from Health Department  
1600 East State Road 44, suite B  
\$15.00 permit fee
3. Obtain a driveway permit. \_\_\_\_\_  
Highway Department  
Annex Bldg, Room 206  
\$20.00 permit fee  
(if culvert pipe and stone are needed there will be additional expense)

## Helpful Information:

- What is your homeowner or contractors: Name \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone # \_\_\_\_\_
- Size of New Home \_\_\_\_\_
- Height of New Home \_\_\_\_\_
- How far back from the front center line of the road will your new home set? \_\_\_\_\_
- How far from one side property line? \_\_\_\_\_
- How far from the other side property line? \_\_\_\_\_
- How far from the rear of the property line does your new home set? \_\_\_\_\_
- How far away from your septic system does your new home set? \_\_\_\_\_
- How far away from your well does your new home set? \_\_\_\_\_
- If there is any other building (pre-existing) on your property, how far away is it from your new home? \_\_\_\_\_
- What is the value of your construction? \$\_\_\_\_\_
- Who is your electric utility company? (Please circle one:) Rush Shelby or Duke Energy

## General Information to know:

- The homeowner or builder is responsible for obtaining this permit after the deed, driveway permit, and septic permits have been obtained. This permit will be issued with the Improvement Location Permit.
- Your plumbing permits have to be obtained by a state licensed plumber.
- Your electrical permits will not be issued until the homeowner or contractor has set a meeting up with Rush Shelby or Duke Energy. The utility company will then fax in a paper to the Building Inspectors Office. Without this paperwork from the electric company no permits will be issued.

## Permit Cost:

- Improvement Location: \$150.00
  - Building Permit: \$160.00
  - Electrical Permit: \$140.00
  - Plumbing Permit: \$120.00
- Total: \$570.00