

Department of Building, Planning and Development

210 S. Cedar Street * P.O. Box 506 * Auburn, Indiana 46706-0506

Ph: 260/925-6449 * Fax: 260/925-8239 - email: bpd@ci.auburn.in.us

Permit Requirements and Information Sheet

Administrator: William J. Spohn

Building Inspector: Dave Fuller

Zoning Administrator: Kenneth R.C. Dunn

Community Development Specialist - Marian Fischer

Assistant Zoning Administrator- Michelle Lassiter

- ❑ Payment for permits and fees are acceptable by cash, check or money orders and shall be made to the City of Auburn. Credit cards are not accepted. The fees will be accepted only when the permits are actually signed for and the appropriate information is provided to the Building, Planning and Development office.
- ❑ A City of Auburn Departments and other Non-City Departments and Agencies list is attached for the contractor to contact all and any utility departments (if necessary).

Zoning Review: Improve Location Permit (ILP),

- ❑ The property owner/building contractor shall apply for the improvement location permit and acquire approval of the Improve Location Permit (ILP), and provide the following items below to be reviewed by the Zoning Administrator, which may take from one (1) to five (5) days to complete the review:

(1) **Site plan** to include the following:

- Provide a site plan, plot plan or survey:
- Show the structure and other proposed structures on the plan/survey with distances and measurements.
- Other proposed structures may include: pools, sheds, detached accessory structures and fencing.
- Dimensions: Provide dimensions of the proposed structures on the plan
- Provide setbacks and other zoning criteria necessary for review

Zoning Designation: (R-1 district)

- Front yard setback = 70 ft. from the centerline of the street or highway
- Side yard setbacks = 10 ft from the side yards (from foundation of the house to the side yard property lines)
- Rear yard setback = 30 ft. from the rear yard property line.
- Distance from other structures on property = 10 ft.
- Lot coverage = 30%
- Minimum Lot Area = 10,000 sq. ft.
- Minimum width at front bldg width: 80 ft.
- Height of structure: 35 ft.
- Driveway location (access) needs to be shown on the property (site plan).
- Easements: Structures and driveways are not allowed to be constructed in any easement without the Board of Public Works and Safety approval or DeKalb Co. Highway approval.
- A Utility Services Agreement shall be completed and recorded prior to occupancy of the structure if anything is constructed in an easement.
- Subdivision Architectural Control Committee approval is required to be submitted via written letter as well as homeowner's association approval.
- Covenants and deed restrictions should be reviewed at the time of developing the property.
- **Floodplain details:** (if applicable) This property is partially located in a floodway fringe area. We are not able to issue a permit to construct in the flood-fringe without you acquiring approval from the Department of Natural Resources and also our local board of zoning appeals.
 - A floodplain elevation certificate, may be required to be submitted to us by a registered land surveyor. This is required if the property is located in a floodplain or floodway.
- **DeKalb County regulated ditch/ drain:** If a proposal is located within a ditch or drain, the applicant shall contact and acquire approval by the DeKalb County Drainage Board through the DeKalb Co. Surveyors office prior to application to the City for a permit. Their requirement may be 75 ft. from the centerline of the ditch or drain.
 - Note: Approval by either the City of Auburn Board of Zoning Appeals or the DeKalb County Drainage Board does not warrant approval from either board.

- ❑ **Address:** City of Auburn addresses are issued by the Assistant Zoning Administrator, Michelle Lassiter; contact at malassiter@ci.auburn.in.us 260.925.6449, Ext. 1205. If a structure is located in the ETJ area (county) then the address will be issued by the County Planning Dept. through our department.
 - The address shall be part of structure prior to issuance of a Certificate of Occupancy. The Address requirements and information will be given to the contractor when the building permit is issued as per the City of Auburn address ordinance.
- ❑ **Sanitary Assessment fee:** This fee is required to be paid and is a special assessment between the City and the developer Southwest Development.
- ❑ **Sanitary Force Main:** A grinder pump/station will be required to connect to the sanitary force main, this must be drawn up by a certified licensed engineer and submit at least 3 sets for our utility departments to review and approved by the City's Board of Public Works and Safety prior to connection and
- ❑ **Water Assessment fee:** This fee is required to be paid and is a special assessment between the City and the developer Southwest Development.

Building Inspector Review:

- ❑ Building Code Requirement: § 151.11 PRE-APPLICATION PLAN REVIEW. The review process may take from one (1) day to three (3) weeks to complete depending upon the magnitude of the project.
- ❑ The contractor shall apply for the building permit, sanitary sewer and connection fees and water permits when acquiring the building permit. When applying for the building permit the contractor shall provide the following items below for the Zoning Administrator to review, which may take from one (1) day to five (5) days to complete:
- ❑ Prior to filing an application for a permit, the property owner or the owner's authorized representative shall submit the following documents and plans for review:
 - (B) CLASS 2 AND ALL OTHER STRUCTURES.
 - (3) Construction plans; to include new construction showing the layout, footer/foundation details, roof/truss information and what the structure will look like. Show windows, overhead doors, height of building. Provide square footage of the proposed residence
 - (C) REVIEW. The department will review the submitted information for conformance with the standards adopted in this chapter, the conditions if any in a design release, and any special terms or conditions attached to the project. Depending on the scope of the project and class of structure, the review process may take from one (1) day to three (3) weeks to complete. Review comments will be provided to the owner in person, or by facsimile or mail, as soon as reasonably possible following review, together with a determination that the plans and/or other information must be amended and re-submitted for review, or a recommendation to proceed with application for a permit.

Construction Signs: Construction signs may only be placed on project/site; DO NOT POST IN THE PUBLIC RIGHT OF WAY (the area between the street curb and sidewalk).

Call Before You Dig: Contact the Indiana Underground Plant Protection Service and request an underground utilities locate for gas service and other utility services along with the City of Auburn (sanitary sewer, storm sewer, water services and electric services). There is no fee for this service. **Call 811 or 1-800-382-5544 at least two (2) working days prior to your dig.**

Other City Department Contacts:

- ❑ Discuss electrical aspects and location with the Electric Department Superintendent Stuart Tuttle, Assistant Anne Taulbee at 260.925.8232.
- ❑ Water tap, meter fees and location may need to be verified with Water Superintendent Randy Harvey or Assistant Brenda Knott at 260/925.5711. Note: if installing lawn sprinklers, verify size needed.
- ❑ Water Pollution Control (Sanitary services), taps contact Dave Lochner or Tracy Maloy at 260/925.1714

Sub-Contractor Licensing & Registration: All electrical, plumbing, etc., all other permits may be acquired by the sub-contractor(s) after the building permit is issued.

- ❑ **Electrical Contractor** (Master Electrician) shall acquire electrical permits and must have a Master Electrician on the job, contact the building department for licensing forms and information 260.925-6449, Ext. 1204.
 - a. All electricians on a job shall be licensed with the City of Auburn, and
 - b. Meet licensing qualifications of the City of Auburn to acquire a license.
- ❑ **Plumbing Contractor** shall acquire plumbing permits, must hold a State of Indiana plumbers license, and register with the City for a plumber's registration. Contact the building department 260/925-6449, Ext. 1204.

Inspections: The property owner or authorized representative is responsible for requesting all inspections of work. A list of building inspections will be provided to the contractor at the time permits are issued.

- Building inspections may be phoned in or requested in person.
- Twenty-four (24) hour notice is recommended.
- All inspections shall be completed before acquiring a Certificate of Occupancy.

Open Burnings: Open Burning is not allowed. The City of Auburn has restrictions on open burning on private property and outdoor open fires. (Ord. §131.06, 313.07 and the State Code 3261AC 4-1-2). Contact the Fire Department 260.925.8255 if you have further questions.

Utility Billing: Contact the city utility billing department at 925-0365 regarding utility charges prior to the occupancy of the new structure.

Certificate of Occupancy: A certificate of occupancy will be issued after zoning compliance items have been met in conjunction with the City of Auburn Zoning Code of Ordinances.

- ❑ Planned Unit Developments (PUD's) conditions or requirements must be fulfilled prior to issuance of a certificate of occupancy. A certificate of occupancy will be issued after a final inspection of the building has been completed.