



BUILDING, PLANNING & DEVELOPMENT

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Residential Permit Requirements and Information Sheet

Please use the following guidelines when applying for a permit

Project Review: Building Permit/Improvement Location Permit (ILP)

The property owner/building contractor may apply for the permit. Please provide the following items with the permit. The Zoning Administrator and the Building Inspector will review the project. This process can take up to five (5) days.

- ❑ **Site plan:** Provide a site plan, plot plan or survey showing the structure, other proposed structures (pools, sheds, detached accessory structures, fencing) and driveway location on the plan/survey with distances/measurements, and easements. All structures should include dimensions.

Easements: No construction is to be completed in any easement without the Board of Public Works and Safety approval or DeKalb Co. Highway approval, if applicable.

- ❑ **Homeowner's Association/Architectural Control approval:** Required at time of application
- ❑ **Construction Plans:** Provide One (1) set of construction plans to include elevations indicating building height, floor plans and electrical plan. Fees are based on the total square footage of the building INCLUDING, but not limited to, the garage, finished or unfinished basements, covered porches and sunrooms.
- ❑ **Floodplain details (if applicable):** If the property is partially located in a floodway fringe area, a permit cannot be issued to construct in the flood-fringe until approval is acquired from the Department of Natural Resources and City of Auburn Board of Zoning Appeals.
A floodplain elevation certificate drawn up by a registered land surveyor will be required to be submitted to this office.
- ❑ **DeKalb County regulated ditch/ drain (if applicable):** 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 up to 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:** Addresses within Auburn City limits are issued by the City of Auburn Building Department. Addresses in the Extra-Territorial Jurisdiction (ETJ) are issued by the DeKalb County Building Department.

Other Permits:

New Homes: At the time of application, contractors are encouraged to request permits for

- sewer tap inspection
- sewer connection
- water meter tap &/or meter, including irrigation
- excavation

Electrical: Electrical permits must be applied for by a City of Auburn licensed electrician. A homeowner is able to apply for a permit IF he/she is the legal owner of record per DeKalb County records AND he/she is doing the work him or herself.



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Plumbing: Plumbing permits must be applied for by a City of Auburn licensed plumber. A homeowner is able to apply for a permit IF he/she is the legal owner of record per DeKalb County records AND he/she is doing the work him or herself.

Excavation: Excavation permits can be applied for by a homeowner of record per DeKalb County records or a contractor. An excavation permit is required any time work is being completed in the road right of way. The Street Department Superintendent must sign off on this permit before it can be issued by the Building Department.

Deck: Deck permits can be applied for by a homeowner of record per DeKalb County records or a contractor. This permit is required any time a new deck is being built.

Fence: Fence permits can be applied for by a homeowner of record per DeKalb County records or a contractor. This permit is required any time a new fence is being built.

Shed/Accessory Structure: Shed/accessory structure permits can be applied for by a homeowner of record per DeKalb County records or a contractor. This permit is required any time a new shed/accessory structure is being built.

Pool: Pool permits can be applied for by a homeowner of record per DeKalb County records or a contractor. This permit is required any time a new pool is being installed, in-ground or above ground.

Pergola: Pergola permits can be applied for by a homeowner of record per DeKalb County records or a contractor. This permit is required any time a new pergola is being installed.

Carport: Carport permits can be applied for by a homeowner of record per DeKalb County records or a contractor. This permit is required any time a new carport is being installed.

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.

Licensing & Registration:

Electrical Contractors: All electricians on a job must be licensed with the City of Auburn, and meet licensing qualifications of the City of Auburn to acquire a license.

The City of Auburn licenses electricians at the following levels:

- Apprentice Electrician
- Journeyman Electrician
- Master Residential Electrician
- Master Electrician

Plumbing Contractor: All plumbers must be licensed with the City of Auburn and must hold a CURRENT State of Indiana plumbers license.

Payment: Acceptable forms of payment are cash, check or money orders. Checks and money orders should be made payable to the City of Auburn. Credit cards are not accepted. Payment will be accepted only when the permits are signed for and the permits have been issued.