

Whitley County Planning/Building Permit Information Form

Completing this form will assist the Whitley County Planning and Building Department in preparing an application for your project's permit. Some questions listed may not apply to your specific project, and you may leave them blank. If you have any questions or would like to know what other documents may be required for your project, please contact the Whitley County Planning & Building Department by phone, 260-248-3112, FAX, 260-248-3187, or email wcplanning3@whitleygov.com.

Name of owner(s): _____ Email: _____

Telephone: _____

Project address: _____

Please briefly describe your project: _____

For new buildings/additions, what is your structure size? ____ x ____ (or square footage _____)

How tall are the walls? _____

What is the pitch of the roof? _____ (Or, what is the height from the ground to the peak? _____)

How many of these items will your new area contain? _____ Fireplace(s) _____ Garage, Attached
_____ Deck(s) _____ Garage, Detached
_____ Patio(s) Garage size: ____ x ____
_____ Porch(es)

How many floors/stories? _____
_____ Bedroom(s)
_____ Full Bathroom(s)* _____ Half Bathroom(s)*
**include areas plumbed for future bathrooms*

Heating: Propane Natural Gas Electric Geo Thermal Other _____

Foundation:

- Full Basement Partial Basement Square Feet _____
 Finished basement Square Footage of Finished Portion of Basement _____
 Crawl Space Slab Post Holes

Siding: Wood Aluminum Vinyl Vinyl/Brick Vinyl/Stone Other: _____

Contractor Name/Address/Phone (and FAX if available):

Concrete Contractor Name/Phone: _____

Electrician Name/Address/Phone (and FAX if available):

Plumber Name/Address/Phone (and FAX if available):

Plumbing License Number: _____

HVAC Name/Address/Phone (and FAX if available):

For new residential homes and additions, is your energy code compliance:

- Prescriptive Performance Res Check Unknown (The inspector will call to clarify.)

What is the approximate cost of your project? _____

Most permits require a **site plan** showing the location of the construction, including distances measured from the construction item(s) to the property lines, well, septic, and any County maintained tiles/drains/ditches. The [Whitley County GIS website](#) is helpful in creating site plans. (Please be sure to turn on the following map layers: Natural Drains, Non-Taxed Open Drains, Non-Taxed Tile Drains, Open Drains, Tile Drains, and Best Available Flood Hazard.)

Permit requests for new structures, building additions, and interior remodels must be accompanied by a **detailed floor plan** with measurements and room labels.

Thank you for helping us to prepare your permit application. Please mail, email, or fax this form to us, and we will contact you with any additional questions/requirements and to discuss permit fees after your application has been processed. (Please be sure that your contact information is listed on the form.) If you have any questions or concerns, please do not hesitate to contact the Whitley County Planning & Building Department by phone, 260-248-3112, FAX, 260-248-3187, or email, wcp1anning3@whitleygov.com.