

PERMIT PROCESS FOR PROPERTIES LOCATED IN FLOODPLAIN

1. A Building Permit Application must be filled out.
2. A site plan of the proposed development must be submitted.
 - a. The plan must include property dimensions.
 - b. Locations of existing structures
 - c. Location of proposed structures
 - d. Indicate the setback distances from existing structures to the property line.
3. Detailed plans of the development must be submitted for review and compliance.
 - a. Must have elevations and dimensions of proposed structure.
 - b. Base floor elevation must be clearly defined on the plan and at the site with a visual marker.
 - c. Need to have proper vents installed and shown on the plan.
4. An elevation certificate must be filled out and submitted.
 - a. If your property is located in the floodplain then you must prove base flood elevation by having a surveyor provide an elevation of your property, then the proposed development must be elevated 2-feet above base flood elevation to be approved. (detached structures do not have to be attached to the primary building on the property)
 - b. If your property is located in the floodway then applicant must submit proposed development plans, and elevation certificate to State of Indiana DNR for permit approval first before obtaining a building permit from our office.