

BUILDING PERMIT  
APPLICATION

\*\*\*APPLICATION MUST BE FILLED IN COMPLETELY\*\*\*

APPLICANT NAME \_\_\_\_\_ PHONE \_\_\_\_\_  
PARCEL # \_\_\_\_\_ LOT # \_\_\_\_\_  
PROJECT ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_  
SUBDIVISION \_\_\_\_\_ ZIP \_\_\_\_\_  
TOWNSHIP \_\_\_\_\_ SEC \_\_\_\_\_ TOWNSHIP \_\_\_\_\_ RANGE \_\_\_\_\_  
EMAIL ADDRESS \_\_\_\_\_

**OWNER**

**CONTRACTOR**

NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
PHONE \_\_\_\_\_

**PROPOSED WORK**

SINGLE FAMILY DWELLING \_\_\_\_\_ ADDITION \_\_\_\_\_ REHAB \_\_\_\_\_ COMMERCIAL \_\_\_\_\_

OTHER \_\_\_\_\_

ANY OTHER STRUCTURES ON THIS PROPERTY? YES \_\_\_\_\_ NO \_\_\_\_\_

FLOODPLAIN? YES \_\_\_\_\_ NO \_\_\_\_\_

\*\*\*SQUARE FOOTAGE MUST SHOW BREAKDOWN OF THE FOLLOWING AREAS, OR  
PERMIT WILL NOT BE ISSUED\*\*\*

BASEMENT \_\_\_\_\_ 1<sup>ST</sup> FLOOR \_\_\_\_\_ 2<sup>ND</sup> FLOOR \_\_\_\_\_ GARAGE \_\_\_\_\_

**TOTAL SQUARE FOOTAGE: (INCLUDES EVERYTHING UNDER ROOF OF NEW ITEMS ONLY)**

TOTAL SQ FT \_\_\_\_\_ APPROXIMATE WHAT HOUSE WILL SELL FOR \$ \_\_\_\_\_

TOTAL BEDROOMS \_\_\_\_\_ TOTAL BATHS \_\_\_\_\_

SEWAGE/SPETIC PERMIT & DATE \_\_\_\_\_

**PLUMBING**

**ELECTRICAL**

NAME \_\_\_\_\_

NAME \_\_\_\_\_

PHONE \_\_\_\_\_

PHONE \_\_\_\_\_

**MECHANICAL – HEATING & COOLING**

NAME \_\_\_\_\_

PHONE \_\_\_\_\_

# TOWN OF GEORGETOWN

## CHECKLIST FOR A BUILDING PERMIT:

Before a building permit will be issued the following items shall be submitted to our office, located in the Georgetown Town Hall.

1. **APPLICATION FORM:** a completed application which is kept in our permanent records.
2. **SITE PLAN OR MORTGAGE SURVEY:** This must include property lines, street/road names, location and size of all existing and proposed building and location of existing and proposed driveways. The distances of each proposed structure to each property line, the distance of proposed structure to Right of Way and/or centerline of road. If any site plan is submitted without all of the above information set out on said plan, the building permit will not be issued until said site plan is in compliance.
3. **ONE CORRECT SET OF BUILDING PLANS (THAT OUR OFFICE WILL KEEP)**
4. **SPEC SHEETS:** trusses, LVL beam, steel girder, cantilever section, girder beam, footer or pier size (i.e. anything pre-engineered).
5. **IF AN ADDRESS IS NEEDED:** we will need to know the address of the properties on both sides of your building site and across the street/road. If there are vacant lots between your building site and the nearest designated street address, please provide us with the distance between the nearest driveway to your proposed driveway.

IF FOR ANY REASON YOU HAD TO GO BEFORE THE PLAN COMMISSION OR BOARD OF ZONING APPEALS FOR ANY TYPE OF APPROVAL, PLEASE INFORM THE BUILDING PERMIT DEPARTMENT AT THE TIME OF APPLICATION.

If you fail to notify the Building Department of the above, this could delay the processing time of the permit.

CERTIFICATE OF OCCUPANCY SHALL BE ISSUED NO MORE THAN 30 DAYS AFTER PERMANENT SERVICE IS INSTALLED OR PRIOR TO OCCUPANCY.

## **REQUIRED INSPECTIONS**

NOTIFYING THE GEORGETOWN PLAN COMMISSION OFFICE IS THE RESPONSIBILITY OF THE PERMIT HOLDER FOR THE FOLLOWING INSPECTIONS ON RESIDENCE, ADDITIONS, AND NEW COMMERCIAL:

1. TEMP POLE: AFTER RECEIPT OF PERMIT
2. FOOTERS: WHEN FORMS ARE SET AND BEFORE IT IS POURED
3. WALLS: WHEN FORMS ARE SET AND BEFORE IT IS POURED
4. PLUMBING: GROUND ROUGH
5. PLUMBING ROUGH IN
6. FRAMING & ALL OTHER ROUGH-INS (ELECTRIC; HVAC; & PLUMBING)
7. FINAL: WHEN ALL WORK IS COMPLETE BUILDING, ELECTRIC, PLUMBING AND HVAC

NOTE:

PLEASE CALL 812-981-7611 FOR INSPECTIONS

WE WILL NEED THE FOLLOWING INFORMATION:

NAME

PERMIT #

LOCATION (LOT # AND ADDRESS)

TYPE OF INSPECTION REQUIRED

**CONSTRUCTION STATISTICS**

**FOR NEW CONSTRUCTION, ADDITIONS & REMODELS**

The set of building plans must include a drawing of each floor, specifying the dimension and use of Room, foundation plans and a detailed cross section.

For additions: indicate walls to remain and walls which are to be removed. Also, label the use of all rooms adjacent to the proposed addition.

Show the size, spacing grade, and species of floor joist. With an arrow, show the direction of span for the floor joist. (If the size, spacing grade species, direction of span varies within the structure, indicate each variation)

**FOUNDATIONS:**

Basement \_\_\_\_\_  
Crawl Space \_\_\_\_\_  
Slab \_\_\_\_\_  
Footer \_\_\_\_\_  
Other \_\_\_\_\_

**GIRDER BEAM**

Metal \_\_\_\_\_  
Lumber Size \_\_\_\_\_  
Species Type \_\_\_\_\_  
Grade \_\_\_\_\_

**GIRDER SUPPORTS**

Wood Column Size \_\_\_\_\_  
Concrete \_\_\_\_\_  
Spacing on Center \_\_\_\_\_  
Metal 3" Steel Pipe \_\_\_\_\_

**WALL: (CHECK ONE)**

2X4 \_\_\_\_\_  
2X6 \_\_\_\_\_  
Spacing \_\_\_\_\_  
16" o/c \_\_\_\_\_  
24" o/c \_\_\_\_\_

**WATER HEATERS:**

Gas LP \_\_\_\_\_ BTU \_\_\_\_\_  
Natural \_\_\_\_\_ Electric \_\_\_\_\_  
Other \_\_\_\_\_  
Location \_\_\_\_\_  
Garage \_\_\_\_\_ Basement \_\_\_\_\_  
Utility \_\_\_\_\_ Other \_\_\_\_\_

**POP OFF VALVE:** Copper \_\_\_\_\_ Galvanized \_\_\_\_\_

**RAFTER SYSTEMS:**

Rafters \_\_\_\_\_  
Trusses \_\_\_\_\_  
Lumber Size \_\_\_\_\_  
Species Type \_\_\_\_\_  
Grade \_\_\_\_\_  
Spacing On Center \_\_\_\_\_

**CEILING JOIST DESIGN**

Lumber Size \_\_\_\_\_  
Species \_\_\_\_\_  
Grade \_\_\_\_\_  
Spacing on Center \_\_\_\_\_

**FLOOR JOIST DESIGN**

Lumber Size \_\_\_\_\_  
Species Type \_\_\_\_\_  
Grade \_\_\_\_\_  
Spacing on Center \_\_\_\_\_  
Span of Joist \_\_\_\_\_

**WINDOWS:**

**MANUFACTURE'S BRAND:**

Double Hung \_\_\_\_\_  
Casement \_\_\_\_\_

**FIREPLACE:**

Masonry \_\_\_\_\_  
Factory Built \_\_\_\_\_  
Other \_\_\_\_\_  
Factory Built Chimney  
Double Wall \_\_\_\_\_  
Triple Wall \_\_\_\_\_  
Other \_\_\_\_\_  
Fireplace hearth Extension  
Size \_\_\_\_\_  
Material \_\_\_\_\_

**ELECTRIC**

100 AMP \_\_\_ 200 AMP \_\_\_  
Other \_\_\_\_\_  
Location \_\_\_\_\_  
Sub Panel \_\_\_\_\_  
100 AMP \_\_\_ 200 AMP \_\_\_  
Other \_\_\_\_\_  
Location \_\_\_\_\_

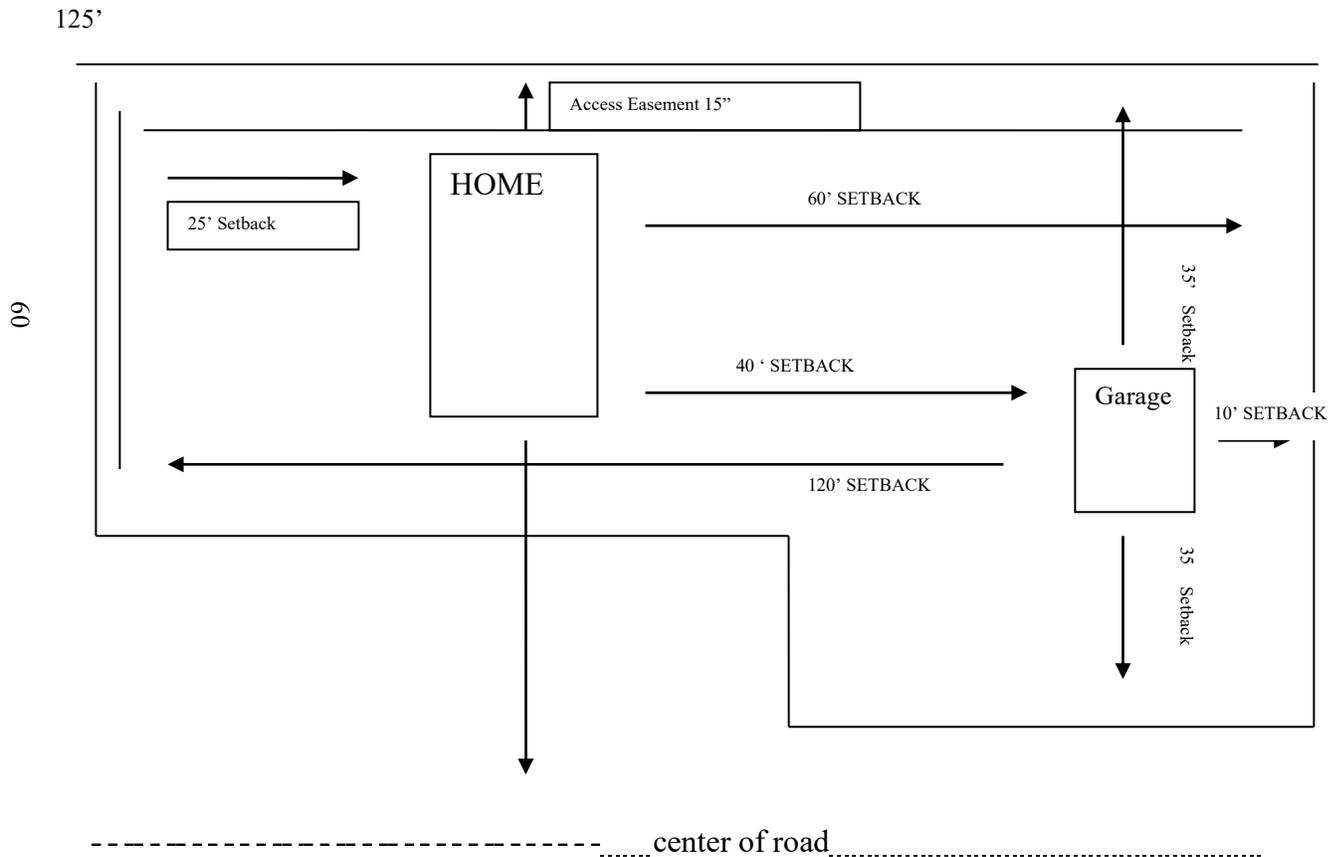
**POST BUILDINGS**

Post Size \_\_\_\_\_  
Trusses Spacing \_\_\_\_\_  
Floor \_\_\_\_\_  
Siding \_\_\_\_\_

# SITE PLAN

\*A GOOD SITE PLAN SAVE TIME: An accurate, clearly drawn site plan will help reviewing your permit application. The illustration below is an example of what you need to prepare. Your drawing must include:

- All property lines with dimensions
- Driveways, roads or access easements that border or run through the property
- All structures on the property that currently exist or are proposed.
- All **setback** distances for the proposed structure, are to be measured from **right of way**, and to include any **access easement(s)**.



Lot Size 60x150

- Note this drawing shows required setbacks and easements (not to scale), is on an example.

## TOWN OF GEORGETOWN

The applicant hereby certifies and agrees as follows:

1. That he/she is authorized to make this application.
2. That he/she read this application (pages 1 & 2) and attests that the information which you have furnished, including that contained in the plan(s) is correct.
3. The plans which have been furnished to the Town of Georgetown are basis upon which Georgetown is entitled to act in issuing or revoking any permit or certificate of compliance. The plan(s) are incorporated by reference into this application.
4. If there is any misrepresentation in this application or any associated documents, Georgetown may revoke any permit or certificate of occupancy issued in reliance upon such representation.
5. To comply with all Georgetown Ordinance and permit conditions and State statues which regulate the building construction, use, occupancy and site development and grant Georgetown officials the right to enter onto the property for the purpose for inspecting the work and posting notices.

**Note:** Plans shall mean all site and construction plans and specifications, whether furnished prior to or subsequent to the application date. Amendments to the original application must be specifically approved by the Building Department with an appropriate endorsement and the signature of the approving official prior to implementation.

**Failure of the permit holder to have work ready when scheduled and/or a re-inspection is required an inspection fee for each additional inspection shall be assessed**

By signing below, you state that you understand the above statements and the criteria of the Town of Georgetown and you understand that the permit holder must call for all required inspections.

**Signature of Agent/Contractor or Owner** \_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Signature

DATED this \_\_\_\_ day of \_\_\_\_\_, 20\_\_

## **Floyd County Building and Development Services**

Starting February 28, 2018, Floyd County and the Town of Georgetown entered into an inter-local agreement. The County will provide building inspection services for the Town. Below are answers to some potential questions.

### **Q. Where do I submit my application for a building permit?**

A. Permits and fee payments are made at the Town Hall of Georgetown.

### **Q. What if I need a development standards variance from the Town Zoning Ordinance?**

A. The Floyd County Building and Development Services will provide a report to the Town of Georgetown's Board of Zoning Appeals regarding any potential Development Standards Variance(s) require to build. The Town's Board of Zoning Appeals will conduct a hearing and provide the decision to the Floyd County Building and Development Services Office.

### **Q. Who do I call for set up an inspection?**

A. Please call the Floyd County Building and Development Services office at (812)981-7611.

### **Q. Who do I deal with regarding issues with inspections?**

A. Floyd County Building and Development Services will work with permit holders to resolve all issues.

### **Q. Who issues the Certificate of Occupancy?**

A. Floyd County Building and Development Services will conduct the final inspection. The Town of Georgetown will issue the Certificate of Occupancy.

### **Q. Who do I contact regarding an unsafe building in the Town?**

A. Please contact the Town of Georgetown. The Town Council will request the Floyd County Building and Development Services to conduct an investigation of the site. The findings of that investigation will be forwarded to the Town for final action.

