The Town of Markleville is required by law to inspect construction. The requirements are defined by the "2018 International Residential Code for One and Two Family Dwellings", (with references to the Electrical, Mechanical, Plumbing, Pool Codes, etc.), as amended by the State of Indiana. Building officials are not empowered to waive requirements; however, interpretation and judgment is indispensable.

As you proceed with construction, it is imperative that you choose contractors, who understand and comply with code requirements. As a homeowner, Indiana allows you to perform any and all construction, without license. It is recommended that, at minimum, home owners consult knowledge sources and/or purchase a Code Check reference book.

**Required Inspections**

1. **Temporary Electrical Pole**: When the temporary pole set once the meter box, disconnect and GFCI outlets are installed. Temporary pole is required to be grounded to meet current standards.

2. **Footer Forms**: when all footing are formed and the reinforcement steel is in place. All water must be pumped out and holes scraped clean to solid ground. Inspection shall be done prior to concrete being poured.

3. **Underslab**: when the underground perimeter drain and/or underslab plumbing is in place prior to it being covered. Ground should be level and all construction debris shall be removed from foundation area. 6 mil vapor barrier shall be present at the job site.

4. **Foundation**: When the foundation walls, anchor bolts, seal and sill plates are in place. This inspection shall be done prior to backfill and any required water proofing and insulation shall be in place.

5. **Rough-In Inspection**: Fire stop shall be in place at chases, upper and lower plates and all horizontal wall and floor cavities of 10 ft. or more.

Frame: When the roof is in place, windows and doors are in and the house wrap is on the exterior.

6. **Rough Electrical**: When all electrical conduit, cable, panels, outlet boxes, switch boxes, equipment boxes, isolation switch boxes, etc. have been properly installed, all joints in boxes have been connected. Low voltage and fire alarm wiring shall be in place.

7. **Rough Heating**: When all ductwork has been installed and properly supported, A/C lines run, equipment platforms built, provisions made for combustion air, and entire rough system is complete. Tape or mastic of fiberglass duct joints. Fireplace (if applicable) shall be installed in accordance with current standards.

8. **Rough Plumbing**: When all rough plumbing, vents, laterals, etc. have been completed and test (when required) is applied to the system.

9. **Energy Inspection**: When all side wall and batt insulation has been installed. Exterior boxes and interior spaces around windows and doors shall be sealed at the interior. If ceiling is to be blown in the soffit, baffles shall be installed.

10. **Final Inspection**: All other required inspections must be complete and approved before a final building inspection will be made. When all electrical systems, outlets, lights, equipment, etc. shall be complete; including switch plates, outlet covers, labeling of breaker panel switches, etc. and street address numbers installed on building. All plumbing shall be installed and water pressure to the fixtures. The site shall be clear of trash and debris, (required) landscaping in place and the building ready for occupancy.

Occupying or using a structure or improvement without a Certificate of Occupancy or Certificate of Compliance will result in a daily fine of $250.00.

A $60.00 Residential/ $100.00 Commercial Re-Inspection fee will be charged for any inspection that is not complete and/or inaccessible for the Inspector at the time of the inspection.

I, the undersigned, agree to call for scheduling 24 hours prior to required inspections. If missed or incomplete, I agree to pay all fines/penalties. A signed inspection record is required before covering work. If work has been done prior to inspection, I agree to uncover and/or remove any area requested to allow proper inspection. I understand that the owner or contractor is responsible for the quality, completeness, and conformance of construction. An inspector's failure to detect code violations or omissions is regrettable, but does not indemnify the owner.

**Date**

**Owner/Contractor**
**This application must be completed in its entirety and must be legible.**
**No application will be accepted without all the necessary approvals.**

Construction of this project shall start within twelve (12) months of the date of this permit or the permit will expire, otherwise, this permit will be in effect for a maximum of two (2) years. A Certificate of Occupancy shall be issued prior to the use and/or occupancy of all structures covered by this permit.

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**Owner’s Information**

Name ______________________________________ Phone # (s) _________________________________

Address, include City, State & Zip Code ____________________________________________________

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**Property Information**

Subdivision Name, if applicable __________________________________________ Lot # ____________

Property dimensions or acreage ____________________ Property address ________________________

Location directions: On the _____ (N,S,E, W) side of _____________________ (Road. name or number)

approximately __________ (how far and which direction?) from ____________________________

(Road. name or number)

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**Construction Information**

Improvement type (what are you building) _____________________________________________

# of stories ______ Type of construction (eg. stick built, modular, manufactured) __________

Foundation type (eg. basement, crawl, slab) ____________________ Roof trusses manufactured? ______

If yes, by whom? ________________________ Fireplace? ____ If yes, prefab or masonry? _________

Type of water heater (eg. gas, elec, propane) ____________________ Type of heat ________________

# of garage bays ______ Screened porch? _________ Patio or deck? ________________

Electric service provider (eg. AEP, PSI) ______________________ Type of deck or patio __________

Total square feet or dimensions of improvement __________________

Estimated cost of improvement __________________

# of bedrooms _______ # of bathrooms ________

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**Contractor Information**

Is the property owner the general contractor? _________

If no:

Contractor name _______________________________ Phone # _____________________________

Address, include City, State & Zip Code ____________________________________________________
REQUIRED DOCUMENTS

READ ATTACHED INSTRUCTION SHEET.

Signature of Landowner
The above and foregoing information is true and correct to the best of my knowledge.

________________________________________  ____________________
Signature of applicant  Date

Who do we contact when permit is ready?

________________________________________
Printed name of applicant

OFFICE USE ONLY

Flood Plain elevation (from County Surveyor)
Map Number 180442000 ______ approx. elevation ________    ____ Forward to IDNR for elevations
___ Elevation certificate required
___ Issue Permit

Approved by _____________________________________ Date ______________

Signature required
Notes/restrictions: ________________________________________________________________________________
_______________________________________________________________________________________________

Date submitted ____________ Parcel number ________________ Township & Section No. ____________
Zoning district ____________ Split date ________________ BZA pet. # ______ TMPC pet. # ____________
Road classification: Local  Collector  Arterial** Proposed ROW 30 45 50 ** Actual ROW ______
Required setbacks: front _____ plus ROW = _____ side (N,S,E,W?) _______ back ______
Actual setbacks: front _____ plus ROW = _____ side (N,S,E,W?) _______ back ______
Notes & restrictions: ______________________________________________________________________

Approved by ____________________    New address issued: _____________________________________

_______________________________________

PERMIT NUMBER ASSIGNED______________
INSTRUCTIONS FOR IMPROVEMENT LOCATION PERMIT

***READ CAREFULLY TO AVOID DELAYS***

These instructions were compiled only to assist in securing an improvement location permit. For complete details, the Markleville Land Use & Development Code may be viewed in its entirety at www.townofmarkleville.us or in the Planning Commission Office.

Before your permit application will be reviewed, you MUST submit one (1) copy of each of the following documents for all proposed improvements:

- Completed application-fill out the application only as it applies to what you’re building. Some blanks will not pertain to your structure: you can either put a line or “n/a” in those blanks.

- Driveway permit-if the driveway cut will be made on a State Road, the permit will come from INDOT (317-462-7751). If your property is on a Town Road OR on a private drive, the permit comes from the Building Inspector whose office is located in the Plan Commission’s Office, 8 South State St. Markleville, IN 46056 (765) 553.2354. YOU MUST APPLY FOR A DRIVEWAY PERMIT FROM THE BUILDING INSPECTOR EVEN IF YOU HAVE AN EXISTING DRIVE. THIS ALSO APPLIES WHEN BUILDING ADDITIONS AND ACCESSORY STRUCTURES. **Please note: If it is determined by the Building Inspector or Engineer that your driveway requires a pipe, you will need written verification that it has been completed to the satisfaction of the Inspector’s or Engineer’s Office before a Certificate of Occupancy will be issued by the Plan Commission.

- Site plan drawn to scale which shows: [1] property lines with dimensions, [2] existing and proposed building(s), [3] distance, in feet, from proposed building(s) to property lines AND center of street, [4] dimensions of improvement. Please note that your property lines, setbacks, and proposed building(s) must all be drawn to scale. Example: If your property dimensions are 500’ x 650’ and your scale is 1”=100’, the drawing for your property dimensions would be 5” x 6 1/2”. Continue using the same scale for your proposed building(s) and setback(s).

- Drainage board approval-to be determined by Building Inspector or Surveyor. You will be notified if this is necessary.

- Blueprints/building plans

In addition to the above items, the following is needed for new homes:

- Copy of sewer/septic permit-if you will be hooking into sanitary sewers, a letter or permit from the provider granting permission. If you will be on a private septic system, either the permit or a letter from the Madison County Health Department is required. Please be advised that the letter must be initialed which indicates that the septic plans have been approved.

After submitting ALL the required documentation, your application will be reviewed. This process normally takes between 24 and 48 hours. We will contact you when it is ready to pick up. The fee for residential improvements is based on square footage and is payable when the permit is picked up. Someone will have to come into the office to sign and pay for the permit.