



# City of Wabash

## BUILDING DEPARTMENT

202 S Wabash St  
Wabash, IN 46992  
Phone-260.274.1491  
Fax-260.563.0876  
cityofwabash.com

### CITY OF WABASH IMPROVEMENT LOCATION PERMIT (BUILDING PERMIT) APPLICATION

**OFFICE USE ONLY**

PERMIT #: \_\_\_\_\_

RECEIVED DATE: \_\_\_\_\_

DATE ISSUED: \_\_\_\_\_

PERMIT COST: \_\_\_\_\_

RECEIPT #: \_\_\_\_\_

PAYMENT TYPE: \_\_\_\_\_

**APPLICANT INFORMATION**

CONTRACTOR : \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

NAME OF CONTACT PERSON: \_\_\_\_\_ EMAIL: \_\_\_\_\_

Subcontractors:

Name	Address	Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____

PROPERTY OWNER'S NAME: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**PROPERTY INFORMATION**

LOT #: \_\_\_\_\_ SECTION #: \_\_\_\_\_ SUBDIVISION: \_\_\_\_\_ ZONING DISTRICT: \_\_\_\_\_

ADDRESS OR PROPERTY LOCATION: \_\_\_\_\_

COUNTY PARCEL ID #(S): \_\_\_\_\_ CURRENT USE: \_\_\_\_\_

TYPE OF WATER SUPPLY: ☐ Public System  
☐ Private SystemTYPE OF SEWAGE DISPOSAL: ☐ Public System  
☐ Private SystemPRIVATE / SEPTIC PERMIT #: \_\_\_\_\_ NEW ADDRESS REQUIRED: ☐ YES ☐ NO

Is the property in a special flood hazard area, as established by the Federal Emergency Management Agency  
and/or Indiana DNR Best Available Floodplain mapping? ☐ Yes ☐ No

FEMA-NFIP PANEL #: \_\_\_\_\_ IF YES, FLOOD ZONE DESCRIPTION: \_\_\_\_\_

**IMPROVEMENT INFORMATION****RESIDENTIAL**

- ☐ One-family Detached
- ☐ Two-family Attached
- ☐ Townhomes ( \_\_\_\_ Units)
- ☐ Detached Addition
- ☐ Attached Addition
- ☐ Covered Deck or Porch
- ☐ Accessory Building
- ☐ Other: \_\_\_\_\_

**NON-RESIDENTIAL**

- ☐ Retail / Commercial
- ☐ Office / Professional
- ☐ Hotel / Motel ( \_\_\_\_ Rooms)
- ☐ Industrial
- ☐ Multi-family ( \_\_\_\_ Units)
- ☐ Accessory Building
- ☐ Institutional
- ☐ Other: \_\_\_\_\_

**TYPE OF IMPROVEMENT**

- ☐ New Structure (Primary)
- ☐ New Structure (Secondary)
- ☐ Addition
- ☐ Roof
- ☐ Sign
- ☐ Electrical Upgrade
- ☐ Demolition
- ☐ Swimming Pool
- ☐ Agricultural Structure
- ☐ Other: \_\_\_\_\_



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SQ. FT. UNDER ROOF (Include Porches, Garages, Habitable Attic): 1st Floor:\_\_\_\_\_ 2nd Floor:\_\_\_\_\_ Basement:\_\_\_\_\_

LIVING AREA SIZE: \_\_\_\_\_Sq. Ft. BUILDING SIZE: \_\_\_\_\_Sq. Ft. DIMENSIONS: L \_\_\_\_\_ W \_\_\_\_\_ H \_\_\_\_\_

FOUNDATION TYPE: \_\_\_\_\_ ROOFING MATERIAL\* \_\_\_\_\_

ELECTRICAL CHANGES: ☐ YES ☐ NO ☐ UPGRADE: AMPS \_\_\_\_\_ PLUMBING CHANGES: ☐ YES ☐ NO

ESTIMATED COST OF CONSTRUCTION (Excluding Land):\$\_\_\_\_\_ STATE CDR #:\_\_\_\_\_

*\*Ice and water shield is required to be installed on all primary structure roof alterations and on accessory structure roof alterations if the structure is heated. The ice and water shield must be installed from the eave's edge to a point 24" inside the exterior wall line.*

### CHECK CODE USING

#### ENERGY \*

☐ Performance ☐ Prescriptive ☐ UA

*\*Verification required by testing. Written report to be provided to the City of Wabash Building Department.*

In accordance with IC 22-11-21 regulations, all new structures must disclose the types of advanced structural components used in the property. (check all that apply):

☐ ROOF: ☐ Truss ☐ I-Joist ☐ Other: \_\_\_\_\_ ☐ FLOOR: ☐ Truss ☐ I-Joist ☐ Other: \_\_\_\_\_

Fire Department Servicing Property: \_\_\_\_\_

### SIGNS:

☐ New Sign ☐ Sign Relocation (moving existing sign) ☐ Sign Alteration (Change in sign structure or enlargement)

Classification: ☐ On-Premise ☐ Off-Premise ☐ Billboard ☐ Temporary ☐ Mobile

Type: ☐ Directional ☐ Directory ☐ Ground ☐ Pole ☐ Projecting ☐ Roof ☐ Subdivision ☐ Wall

Animation: ☐ Static (non-animated) ☐ Dynamic (e.x. Video or LED) Sign Material \_\_\_\_\_

Height: \_\_\_\_\_ Dimensions: \_\_\_\_\_ x \_\_\_\_\_ Lighting: ☐ Internal/Backlit ☐ Spot/Flood ☐ None

### REQUIRED PERMIT APPLICATION ATTACHMENTS

One (1) DIGITAL (PDF) COPY OF THE FOLLOWING SHALL BE INCLUDED WITH APPLICATION:

☐ State Construction Design Release (CDR) (If applicable)

☐ Site Plan Showing:

☐ Property Lines

☐ Location of Existing Structures (Labeling Size and Dimensions from Property Lines)

☐ Drainage Plans

☐ Scale, North Arrow, Address (and/or Subdivision Lot #)

Submit digital copies to:  
buildingdepartment2@wabashcity.in.gov



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☐ **Improvement Blueprints of:**

- ☐ Address (and/or Subdivision Lot #)
- ☐ Foundation Plan
- ☐ Floor Plan of Each Floor Showing Window Locations, Door Locations, etc.
- ☐ Cross Section Drawing of Structure Showing Footing Through Shingles Denoting Sizes or thickness of All Members used in Construction

☐ **Elevations of All Sides of Structure Labeling:**

- ☐ Roof Pitches
- ☐ Building Height
- ☐ Exterior Building Materials (Including % of Facade of Each Material, if Regulated)
- ☐ Any Other Architectural Features Regulated by Applicable Zoning District

☐ **Landscape / Screening Plan** (If applicable)

☐ **Sewer Tap Permit or Septic System Permit (New Construction Only) from Applicable Agency** (Wabash County Health Department, Wabash Building Department)

☐ **Energy Certificate(s)**

☐ **Erosion Control Application** (If applicable)

☐ **Certificate of Appropriateness** (Downtown Wabash Historic District)

### CERTIFICATION & NOTICE OF INTENT TO COMPLY

*I hereby certify that I have the authority to make the foregoing application, that the application and accompanying plans/documents are correct, and that construction will comply with, and conform to all applicable building codes and laws of the State of Indiana and the City of Wabash. I further acknowledge that the Building Department is hereby authorized to enter the premises to perform necessary inspections and that the violation of applicable codes and ordinances may result in the assessment of fines and penalties. I further certify that the construction will not be used or occupied until proper certificates of occupancy and compliance are filed with the governing jurisdiction.*

\_\_\_\_\_  
**Applicant (signature)**

\_\_\_\_\_  
**Applicant (printed)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Approved By (Department Representative)**

\_\_\_\_\_  
**Date**

### Comments/Conditions

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\*This form can be filled and submitted directly when opened with Adobe. If you do not have Adobe you can download it for free at: <https://get.adobe.com/reader/>  
This form and any attachments can also be submitted via email to: [buildingdepartment2@wabashcity.in.gov](mailto:buildingdepartment2@wabashcity.in.gov)