



CITY HALL
202 S. Wabash Street
Wabash, IN 46992

PHONE (260) 274-1491
FAX (260) 563-0876

RESIDENTIAL ACCESSORY STRUCTURE BUILDING PERMIT / IMPROVEMENT LOCATION PERMIT APPLICATION

DATE APPLIED: _____ PERMIT NO: _____

DATE ISSUED: _____ RECEIPT NO: _____

Department Use Only

Parcel #: _____ Township: _____

Subdivision: _____ Section/Phase: _____ Lot #: _____ Zoning: _____

Address of Construction Activity: _____

P R O P E R T Y	O W N E R	Name: _____
		Mailing Address: _____
		City/State/Zip Code: _____ Ph: _____

Individual / Contractor Responsible for Construction Activity:

Building Contractor: _____
Name Address Phone

Concrete Contractor: _____
Name Address Phone

Electrical Contractor: _____
Name Address Phone

Plumbing Contractor: _____
Name Address Phone

Type: ☐ Detached Garage ☐ Pole Barn/Agricultural Building ☐ Shed/Yard Barn ☐ Carport
☐ Gazebo/Pergola ☐ Other: _____ ☐ Addition to existing accessory structure: _____

Foundation: ☐ Footings (minimum 36" frost depth) ☐ Monolithic Footing (under 721 sq. ft.)
☐ Post Hole (42" depth with 6" stone, concrete, etc.) ☐ Skids (under 200 sq. ft. or over 200 sq. ft. if anchored)

Construction: ☐ Wood Frame ☐ Steel ☐ Masonry ☐ Pole Square Footage: 1st Floor: _____ 2nd Floor: _____

Dimensions: _____' - _____" X _____' - _____" Height of Structure: _____' - _____" (at tallest point)

Intended Use: _____ Any Decks (larger than 3' x 3'): ☐ Yes (separate permit required) ☐ No

Any Electrical: ☐ Yes (separate permit required) ☐ No Any Plumbing: ☐ Yes (separate permit required) ☐ No

Est. Cost of Construction: \$ _____ Est. Date of Completion: _____ / _____ / _____

I hereby certify that I have the authority to make the foregoing application; that the application and accompanying plans/documentation are correct; and that the Department is hereby authorized to enter the premises to perform required inspections; and that any structure will not be used or occupied until a Certificate of Occupancy has been issued. I further acknowledge that the violation of applicable codes and ordinances may result in the assessment of fines and penalties.

Applicant Signature _____ Printed Name _____ Date _____

Department Use Only

Permit Fee

Permit Fee: \$ _____

Other: \$ _____

Total Fees: \$ _____

Approved by: _____

Department Representative

Date

Comments/Conditions: _____

THE FOLLOWING INFORMATION, IF APPLICABLE, MUST BE SUBMITTED WITH THE BUILDING/IMPROVEMENT LOCATION PERMIT APPLICATION:

1. Site plan of the property showing:
 - a. All property lines and dimensions
 - b. All streets, alleys, and other rights-of-ways adjacent to the site
 - c. The location of all recorded easements
 - d. The location of all utility lines (overhead and underground)
 - e. The location of all County Regulated Legal Drains (both open ditches and tiles)
 - f. All parking areas designated for off-street parking
 - g. All existing and proposed structures
 - h. The setbacks of all existing and proposed structures
 - i. The height, width, and depth of proposed structures
2. Detailed floor plans if the accessory structure is to have interior partition walls or restrooms.
3. Submittal of Residential Accessory Structure Cross Section sheet or Pole Building Cross Section sheet, unless the structure is under 200 sq. ft.

PLEASE NOTE THE FOLLOWING REQUIREMENTS WHICH MAY APPLY:

1. Setbacks must be maintained from all property lines; you may need to join two or more parcels prior to permit approval.
2. Construction must be at least 10' from any water well or component of a septic system.
3. Other permits may be required for the following: Electrical permit, Plumbing permit, Fence permit.
4. Electrical permits may only be obtained by an electrician licensed in Wabash Co., or the deeded owner if residing at the home.
5. Plumbing permits may only be obtained by a state licensed plumbing contractor, or the deeded owner if residing at the home.
6. If not utilizing an existing driveway, all new accessory structures which require access onto a new or existing public road way are required to submit a copy of the approved drive cut permit from the appropriate agency having jurisdiction.

INSPECTION INFORMATION

1. Inspections may be scheduled by calling the Department at (260) 274-1491 during normal business hours 8:00 am - 4:00 pm Monday through Friday (except holidays). The Department does **NOT** accept inspection requests by email, fax, or voicemail. You do not need to speak to an inspector to schedule an inspection, any member of the staff can assist you with scheduling.
2. Concrete inspections (footer, post hole, foundation, basement walls and slab) require a minimum of 4-hours notice. All other inspections require a minimum of 24-hours notice.
3. Failure to call for a required inspection will result in the assessment of fines/penalties. You may also be required to undo already completed work so that code compliance may be verified by the inspector.
4. If an inspection is failed/denied by the inspector, a re-inspection fee may be assessed and you will be required to schedule a new inspection appointment.
5. Payment of any fines/penalties/re-inspection fees must be paid to the Department prior to any other inspections being scheduled. Payment is required by cash or check only. The inspectors do not and can not accept payment of these assessed fees.
6. The following inspections (when required as marked on your yellow inspection card) are due at the following stages of construction:
 - a. Footer/Post Holes: Before pouring concrete or setting posts
 - b. Under Slab Plumbing: Before plumbing is covered, leave all piping exposed
 - c. Slab: Prior to pouring concrete
 - d. Slab, Garage: Prior to pouring concrete
 - e. Electrical, Rough: Before enclosing walls with wall board, insulation, or covering; and before any electrical wiring or connections
 - f. Plumbing, Rough: Before enclosing walls with wall board or insulation
 - g. Framing: Before enclosing walls with wall board, insulating, or installing siding or soffit but after installing fire-blocking
 - h. Final: Prior to occupying or utilizing the structure
 - i. Other: Please consult with the Inspector or Department as to the specific requirements of this inspection

THE ISSUANCE OF A PERMIT SHALL NOT AUTHORIZE THE VIOLATION OF ANY PROVISION OF THE BUILDING CODE, ELECTRICAL CODE, PLUMBING CODE, ZONING CODE, OR ANY OTHER APPLICABLE CODE OR REGULATION.

Stick Frame Cross Section

(Post Frame other side →)

Instructions: Fill in all sections relevant with the exact information that applies to your projects and submit with your permit.

Address: _____

If the Structure is under 200 Sq. Ft. a cross section is not required

General Information

Building size: _____ Length X _____ Width

Building height: _____ (at peak)

A. Climate Control

Building heated: _____ Yes _____ No

*(if yes, ice shield is required from eaves edge to at least 24" inside exterior wall line)

B. Roof System

Type: _____ Trusses _____ Rafters

Pitch: _____/12 (ex. 4/12 or 6/12)

Truss or rafter spacing O.C.: _____

Covering: _____ Shingles _____ Metal _____ Other: _____

Gutters & downspouts: _____ Yes _____ No

C. Walls

Stud framing size: _____ X _____ (ex: 2x4 or 2x6)

Stud spacing O.C.: _____

Interior walls to be finished: _____ Yes _____ No

Exterior wall covering: _____ Metal _____ Vinyl _____ Wood _____ Other: _____

D. Floor

Type: _____ Slab _____ Gravel _____ Both

Thickness: _____"

Vapor Barrier: _____ Yes (required if heated) _____ No

Floor drains: _____ Yes _____ No

E. Stem Wall/Curtain Wall

Height: _____

Width: _____ (6" minimum)

Anchor bolt length: _____ (10" minimum)

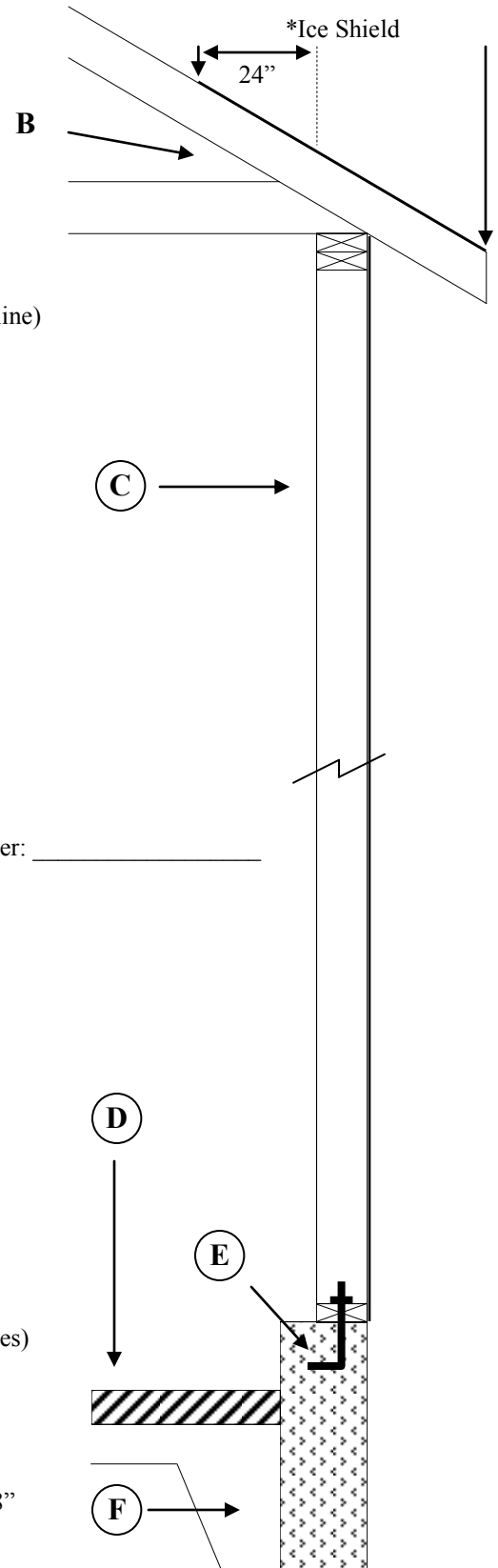
Anchor bolt spacing O.C.: _____ (minimum every 6' and within 12" of ends/splices)

F. Footings

_____ Trench/Spread - Depth: _____ Width: _____

_____ Monolithic (must be under 721 Sq. Ft.): _____ 12" X 12" _____ 8" X 18"

_____ Skids (over 200 Sq. Ft. must be anchored)



Post Frame Cross Section

(Stick Frame other side →)

Instructions: Fill in all sections relevant with the exact information that applies to your projects and submit with your permit.

Address: _____

General Information

Building size: _____ Length X _____ Width

Building height: _____ (at peak)

Building heated: _____ Yes _____ No

A. Roof System

Type: _____ Trusses _____ Rafters

Pitch: _____/12 (ex. 4/12 or 6/12)

Truss or rafter spacing O.C.: _____

Covering: _____ Shingles _____ Metal _____ Other: _____

B. Header (dimensional lumber at top of posts and around perimeter)

Size: _____ X _____ (ex: 2x8 or 2x12)

Span: _____

C. Posts

Type: _____ Glulam _____ Nail Laminated

_____ Perma-Column _____ Solid Sawn

Size: _____ 4x6 _____ 6x6 _____ 8x8 _____ Triple 2x6

Spacing O.C.: _____ Eaves _____ Gable Ends

D. Walls

Type: _____ Metal _____ Vinyl

_____ Wood _____ Other: _____

Interior walls framed: _____ No _____ Yes, use: _____

E. Floor

Type: _____ Slab _____ Gravel _____ Both

Thickness: _____"

Vapor Barrier: _____ Yes (required if heated) _____ No

F. Footings

Type: _____ Post Holes - Depth: _____ (42" minimum with 6" base prior to setting post)

_____ Trench/Spread - Depth: _____ Width: _____

