City of Valparaiso

RESIDENTIAL PERMIT APPLICATION ALTERATION/ACCESSORY

Permit #: _____
Date Paid: _____
Date Called: _____
Date Submitted: _____
Closed: _____

The undersigned certifies that the owner of record authorizes the proposed work and that the undersigned has been authorized by the owner to make this application as the authorized agent and agrees to conform to all applicable laws of this jurisdiction.

Applicant's Signature: X _____ Date: _____

Print Name: _____ Phone #: _____

IDENTIFICATION

TYPE OR PRINT IN INK

Project Address: _____
on the N / E / S / W side of street (circle one)

Lot Size: _____ SF Lot #: _____

Subdivision: _____

Zoning District: _____

Owner's Name: _____

Owner's Address: _____

_____

Phone: _____

Email: _____

CONTRACTOR INFORMATION

General Contractor: (*list "SELF" if homeowner*): _____

Address: _____

Contact Name: _____ Office #: _____ Cell #: _____

Sub Contractor: _____ Address: _____

Contact Name: _____ Office #: _____ Cell #: _____

DETAILED INFORMATION

PROPOSED PROJECT:

- ❑ Deck*
- ❑ Porch*
- ❑ Shed*
- ❑ Fence*
- ❑ Roof
- ❑ Addition*
- ❑ Demolition

- ❑ Remodel ❑ Interior ❑ Exterior
- ❑ Garage* ❑ Attached ❑ Detached
- ❑ Pool* ❑ Above Ground ❑ In Ground

❑ OTHER, specify _____

_____

Site Plan Required, see back for details

ADDITIONAL INFORMATION

Is this a Rental Property?
❑ Yes ❑ No

If yes, Number of Units _____

TOTAL COST OF PROJECT

$ _____

DESCRIPTION OF PROJECT: _____

_____
_____
_____
_____
_____
_____
_____

CITY OF VALPARAISO • Department of Building and Code Enforcement
166 Lincolnway • Valparaiso, IN 46383 • (219) 462-1161 Fax: (219) 464-4273 • valpobuilding@valpo.us

SITE PLAN REQUIREMENTS

For all accessory structures including, but not limited to, additions, garages, sheds, decks, porches, pools.

Site Plan must include the following:

- Lot size (dimensions and square footage)
- Footprint of house (location and actual dimensions of first level including attached garage)
- Existing accessory structures (locations and dimensions)
- Driveway and private sidewalks (locations and dimensions)
- Easements must be shown on plan
- Proposed structures (location and dimensions including distances to adjacent property lines and structures) NOTE— YOU MAY NOT INSTALL ANY STRUCTURE ON AN EASEMENT.
- It is your responsibility to locate all underground utilities. **Call 811 before you dig**.

For Fences: Site plan must include location of house and proposed fence location. Fence height and material must be listed under description of project on first page.

Pools must be a minimum of 6' from any property line and 6' from any other structure. Pools are not permitted in front yards. A minimum 4' barrier surrounding pool is required (fenced yard or pool fence with locking gate if pool is less than 4' above grade). For in-ground pools, an automatic locking pool cover may be installed in lieu of barrier. In-ground pools require a site permit.

Detached accessory structures are not permitted in front yards and must be located a minimum of 3' from rear and side property lines and 6' from any other structure. Garages accessed by alley must be located a minimum of 20' from alley property line.

Additions must meet building setback requirements as set by zoning district.

FOR OFFICE USE ONLY

ASSIGNED FEES - TO BE COMPLETED BY BUILDING COMMISSIONER

BUILDING DEPARTMENT

PERMIT GRANTED PERMIT DENIED

Permit Fee: $ _____ Reviewer: _____
Inspection/C.O. Fee: $ _____ Title: _____
Total Permit Fee: $ _____ Date: _____

PLANNING DEPARTMENT

Reviewer: _____ Title: _____ Date: _____