



Monroe County Government Building Permit Application

County Website: <https://www.co.monroe.in.us/>

RESIDENTIAL BUILDING PERMIT APPLICATION REQUIREMENTS:

SITE PLAN: OR MORTGAGE SURVEYS. This document must clearly illustrate all property lines and streets, the locations of all existing and proposed structures and the distances from the proposed structure to each property line and to the right-of-way and/or the centerline of the road. Include also the distance to the septic system. IF SITE PLAN IS SUBMITTED WITHOUT ALL THE REQUIRED INFORMATION CLEARLY SHOWN, A BUILDING PERMIT MAY BE DELAYED UNTIL THE INFORMATION IS PROVIDED. You can create a site plan by going to our online GIS website: <https://monroein.elevatemaps.io/> or requesting assistance from PlanningOffice@co.monroe.in.us or by phone 812-349-2560.

BUILDING PLANS: The plans must include a plan of each floor, specifying the dimensions and use of each room, an electrical diagram specifying the location of the service entrance, a plumbing layout, and a mechanical diagram showing the location of the furnace, water heater, fuel storage tanks, etc. Plans will not be returned. Please attach SITE plans to building plans.

APPLICATION FORM: Available in our office: MONROE COUNTY BUILDING DEPARTMENT, (address above). This can be completed prior to or at the time of application for a permit. All appropriate items on checklist must be included when filing for your permit.

DRIVEWAY PERMIT (COPY) For projects involving installation or re-location of a driveway. Permits for driveways accessing County roads are available from the MONROE COUNTY HIGHWAY DEPARTMENT. Applications can be made online here: https://www.co.monroe.in.us/egov/documents/1554726845_34599.pdf

SEPTIC PERMIT (ORIGINAL) or LETTER OF AUTHORIZATION TO HOOK ONTO PRIVATE SEWER; if applicable. Septic permits are available for the MONROE COUNTY HEALTH DEPARTMENT, corner of 7th and College, Bloomington. 349-2542. Sewer hook on letters are available for the local wastewater disposal provider. Contact City of Bloomington Utilities for authorization to connect to this system, a letter will not be required.

If need be, we will request additional information. We are going to try to work electronically to complete reviews as our offices remain closed. Please provide accurate contact information for us to contact you.



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Please fill out the application COMPLETELY. Please fill out electronically or print and send electronically to: wwilson@co.monroe.in.us and mdeckard@co.monroe.in.us.

PROPERTY INFORMATION

Parcel Number: _____ Subdivision _____ Lot # _____

Project Address: _____

Township and Section Number: _____

PROPERTY OWNER INFORMATION

Property Owner's Name: _____ Phone Number: _____

Property Owner's Address: _____

APPLICANT INFORMATION

Applicant's Name: _____ Phone Number: _____

Applicant's Address: _____ General Contractor: _____

PROJECT DESCRIPTION

Describe your proposed project: _____

Type of Work (Check one): Commercial _____ or Residential _____

Proposed Work (Check one): New Construction _____ or Addition _____ or Remodel _____

Total Number of Bedrooms: Current _____ Proposed _____

Total Square Footage of Proposed Structure: _____ First Floor (sq ft) _____ Second floor (sq ft) _____

Basement (sq ft) _____ Garage/Carport (sq ft) _____ Elevated Deck (>30") (sq ft) _____

Covered Deck/Porch (sq ft) _____ Grading area (sq ft) _____

Garage: Detached Attached N/A

Driveway Permit Number: _____

Septic Permit Number: _____ or

Wastewater Provider (Check one): Bloomington Sewer _____ or Eastern Richland Sewer _____ or Private Sewer _____

The applicant hereby certifies and agrees as follows: (1) I am authorized to make application. (2) I have read this application and attest that the information furnished is correct, including that contained in plans. (3) If there is any misrepresentation in this application, or associated documents, Monroe County may revoke any permit or Certificate of Occupancy issued based upon this misinformation. (4) I agree to comply with all Monroe County Ordinances, permit conditions and State statutes which regulate building construction, use, occupancy and site development. (5) I grant and will request Monroe County Officials to enter onto the property listed on this application for the purpose of inspecting the work permitted by this application and posting notices. (6) I will retain the Certificate of Occupancy in my records upon completion of the project. NOTE: Plans shall mean all site and construction plans and specifications, whether furnished prior to or subsequent to the application date. All plans furnished subsequent to application date constitute an amendment to the original application and must be specifically approved by the County with an appropriate endorsement and the signature of the approving official prior to plan implementation. The Permit is not valid, and work is not permitted until signed and issued by the agent of the Monroe County Building Department.

Signature of Applicant: _____ Date: _____

Email Address: _____