

Applying for Licenses and Permits with the Monroe County Building Department

To Begin:

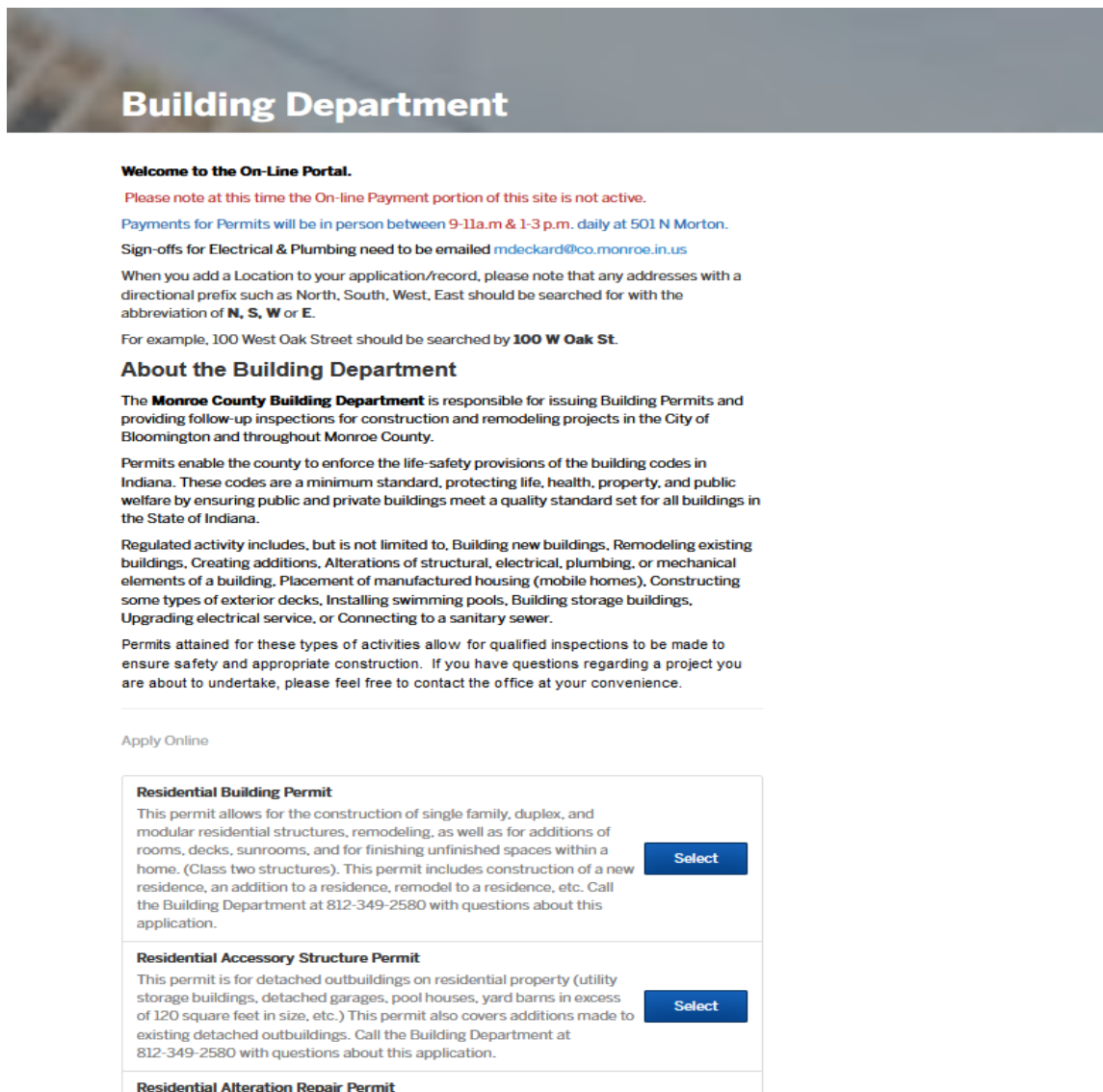
- 1) A View Point Account is required to file a License or Permit Application. If you do not already have a View Point account, click the link below to create one. Then proceed to Step #2.

[View Point Account Sign Up](#)

- 2) Click the link below to access the Permit and License Site

[Permit and License Applications](#)

The screen below should appear



Building Department

Welcome to the On-Line Portal.

Please note at this time the On-line Payment portion of this site is not active.

Payments for Permits will be in person between 9-11a.m & 1-3 p.m. daily at 501 N Morton.

Sign-offs for Electrical & Plumbing need to be emailed mdeckard@co.monroe.in.us

When you add a Location to your application/record, please note that any addresses with a directional prefix such as North, South, West, East should be searched for with the abbreviation of **N, S, W** or **E**.

For example, 100 West Oak Street should be searched by **100 W Oak St**.

About the Building Department

The **Monroe County Building Department** is responsible for issuing Building Permits and providing follow-up inspections for construction and remodeling projects in the City of Bloomington and throughout Monroe County.

Permits enable the county to enforce the life-safety provisions of the building codes in Indiana. These codes are a minimum standard, protecting life, health, property, and public welfare by ensuring public and private buildings meet a quality standard set for all buildings in the State of Indiana.

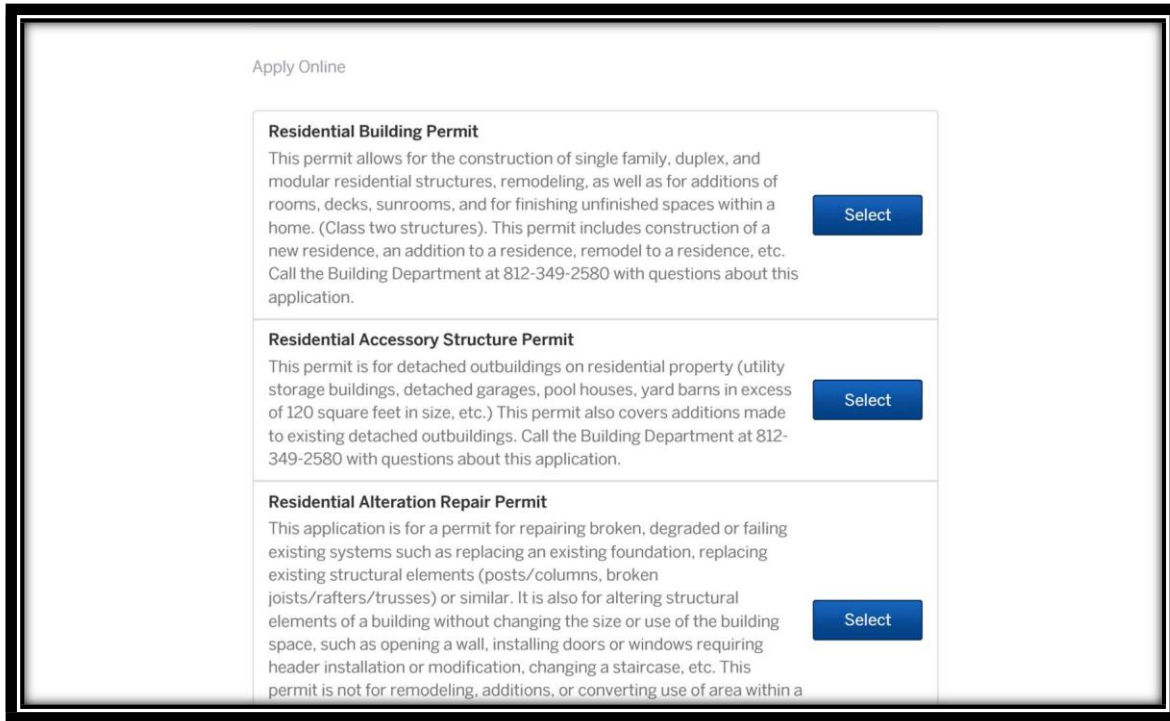
Regulated activity includes, but is not limited to, Building new buildings, Remodeling existing buildings, Creating additions, Alterations of structural, electrical, plumbing, or mechanical elements of a building, Placement of manufactured housing (mobile homes), Constructing some types of exterior decks, Installing swimming pools, Building storage buildings, Upgrading electrical service, or Connecting to a sanitary sewer.

Permits attained for these types of activities allow for qualified inspections to be made to ensure safety and appropriate construction. If you have questions regarding a project you are about to undertake, please feel free to contact the office at your convenience.

Apply Online

Residential Building Permit This permit allows for the construction of single family, duplex, and modular residential structures, remodeling, as well as for additions of rooms, decks, sunrooms, and for finishing unfinished spaces within a home. (Class two structures). This permit includes construction of a new residence, an addition to a residence, remodel to a residence, etc. Call the Building Department at 812-349-2580 with questions about this application.	Select
Residential Accessory Structure Permit This permit is for detached outbuildings on residential property (utility storage buildings, detached garages, pool houses, yard barns in excess of 120 square feet in size, etc.) This permit also covers additions made to existing detached outbuildings. Call the Building Department at 812-349-2580 with questions about this application.	Select
Residential Alteration Repair Permit	

- 3) Scroll down the page to the appropriate permit you require. As an example below, “Residential Alteration Repair Permit” was selected.



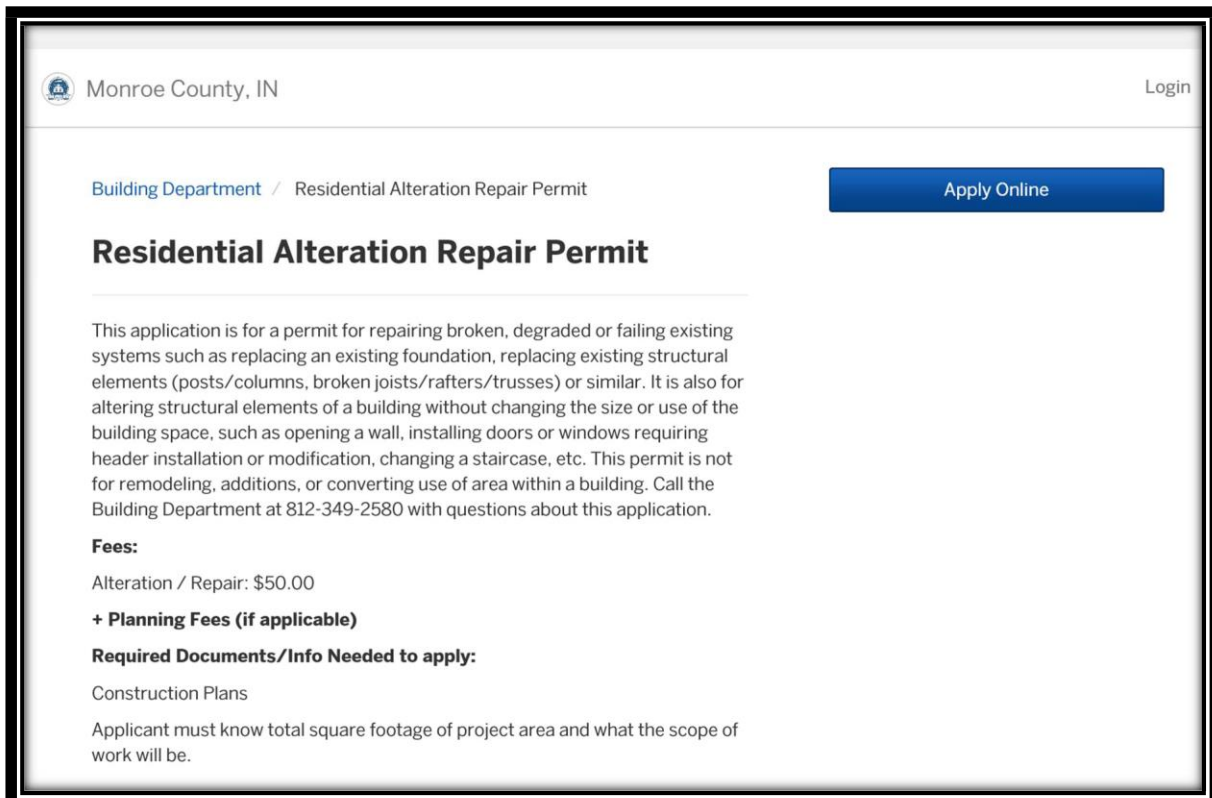
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Residential Alteration Repair Permit
This application is for a permit for repairing broken, degraded or failing existing systems such as replacing an existing foundation, replacing existing structural elements (posts/columns, broken joists/rafters/trusses) or similar. It is also for altering structural elements of a building without changing the size or use of the building space, such as opening a wall, installing doors or windows requiring header installation or modification, changing a staircase, etc. This permit is not for remodeling, additions, or converting use of area within a building. [Select](#)

- 4) Once selected the screen below will appear. Read the instructions and select the “Apply Online” tab.



Monroe County, IN Login

[Building Department](#) / Residential Alteration Repair Permit [Apply Online](#)

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Fees:
Alteration / Repair: \$50.00

+ Planning Fees (if applicable)

Required Documents/Info Needed to apply:
Construction Plans

Applicant must know total square footage of project area and what the scope of work will be.

If at any time you have questions or issues with the process, please feel free to contact us at (812) 349-2580 Mon-Fri 8AM-4PM

Thank you—

The Monroe County Building Department