

## **CHECKLIST TO ACCOMPANY YOUR PERMIT APPLICATION:**

### **SHED/GARAGE:**

- ☐ **SURVEY WITH SETBACKS** (DISTANCE FROM EACH PROPERTY LINE AND HOME, ALSO NOTE THIS INFORMATION ON THE PERMIT APPLICATION). SHED CANNOT BE LOCATED IN AN EASEMENT, PUBLIC UTILITY OR DEDICATED EASTMENT – (P.U. OR D.E. ON SURVEY)
- ☐ **HOA/POA APPROVAL** (DOUBLETREE EAST/WEST, STONEGATE, PROVIDENCE @ STONEGATE, STONEGATE COMMONS, WYNDANCE)
- ☐ **BROCHURE** OF SHED
- ☐ IF ON AGRICULTURE (SEPTIC/WELL PROPERTY), NEED A COPY OF:
  - SEPTIC FIELD APPLICATION, SURVEY SIGNED OFF BY LAKE COUNTY HEALTH DEPARTMENT
  - LAKE COUNTY HEALTH DEPARTMENT APPROVAL OF SURVEY

### **DECK OR CONCRETE:**

- ☐ **SURVEY WITH SETBACKS** (DISTANCE FROM EACH PROPERTY LINE AND HOME, ALSO NOTE THIS INFORMATION ON THE PERMIT APPLICATION). IF A DECK IS ATTACHED TO THE HOME, THE 'FRONT' SETBACK IS '0'. DECK CANNOT BE LOCATED IN AN EASEMENT, PUBLIC UTILITY OR DEDICATED EASTMENT –(P.U. OR D.E. ON SURVEY)
- ☐ **HOA/POA APPROVAL** (DOUBLETREE EAST/WEST, STONEGATE, PROVIDENCE @ STONEGATE, STONEGATE COMMONS, WYNDANCE)
- ☐ **DRAWING OF FLATWORK (CONCRETE) AND/OR DECK**, INCLUDING POST HOLES
- ☐ IF ON AGRICULTURE (SEPTIC/WELL PROPERTY), NEED A COPY OF:
  - SEPTIC FIELD APPLICATION, SURVEY SIGNED OFF BY LAKE COUNTY HEALTH DEPARTMENT
  - LAKE COUNTY HEALTH DEPARTMENT APPROVAL OF SURVEY

### **POOL:**

- ☐ **SURVEY WITH SETBACKS** (DISTANCE FROM EACH PROPERTY LINE AND HOME, ALSO NOTE THIS INFORMATION ON THE PERMIT APPLICATION). CANNOT BE LOCATED IN AN EASEMENT, PUBLIC UTILITY OR DEDICATED EASTMENT – (P.U. OR D.E. ON SURVEY)
- ☐ **HOA/POA APPROVAL** (DOUBLETREE EAST/WEST, STONEGATE, PROVIDENCE @ STONEGATE, STONEGATE COMMONS, WYNDANCE)
- ☐ **POOL BROCHURE**
- ☐ **FILTER BROCHURE**
- ☐ **HEATER BROCHURE**, IF INSTALLING A HEATER
- ☐ IF ON AGRICULTURE (SEPTIC/WELL PROPERTY), NEED A COPY OF:
  - SEPTIC FIELD APPLICATION, SURVEY SIGNED OFF BY LAKE COUNTY HEALTH DEPARTMENT
  - LAKE COUNTY HEALTH DEPARTMENT APPROVAL OF SURVEY

**BE SURE TO CALL 811 PRIOR TO STARTING ANY WORK**



Know what's below.  
Call before you dig.



#### §156.041 ACCESSORY BUILDINGS.

(A) General Regulations:

- (1) Detached accessory structures shall not be allowed in front yards.
- (2) Accessory structures are not to be used for human occupancy.
- (3) On corner lots, detached accessory structures shall meet front yard setbacks, on each street frontage.
- (4) No detached accessory structure shall be placed within **six feet** of any other principal or accessory structures
- (5) Accessory structures must be placed at least **five feet** from any lot line and shall not encroach on a dedicated easement without obtaining a variance from the Board of Zoning Appeals

(B) Accessory structures in agricultural districts:

- (1) No animals may be housed, stabled, or kenneled less than 150 feet from any property line.
- (2) Height restrictions shall comply with Ord. 156.036 of this code.

(C) Accessory structures in residential districts:

- (1) The accessory structure shall be located on the same lot as the principal structure.
- (2) The cumulative square footage of all detached accessory structures shall not exceed the sum of 25% of the required rear yard plus 40% of the non-required rear yard of the principal structure, but in no event shall the cumulative square footage exceed the ground floor area of the principal structure and any attached garage.
- (3) Detached accessory structures shall be allowed only in rear yards.
- (4) Detached accessory structures shall not be served by water or sewer/septic services.
- (5) Height of detached accessory structure shall not exceed 17 feet.
- (6) Accessory structures shall be used only for those uses permitted in the residential district in which they are located, except as otherwise prohibited herein.

(Ord. 23, § 2.60.30 passed 3-19-1997; Am. Ord. 45, passed 4-15-1998; Am. Ord. 93, passed 7-17-2001; Am. Ord. 234, passed 5-10-14) Penalty, see 156.999

TOWN OF WINFIELD  
BUILDING PERMIT APPLICATION  
RESIDENTIAL REQUIREMENTS



**COVENANTS**

Obtaining any necessary approvals from the P.O.A. for construction projects and being in compliance with the restrictive covenants of the subdivision they live in is the responsibility of the homeowner and/or the contractor they use.

**LAKE COUNTY HEALTH DEPARTMENT**

If sewage system/septic field is on site, Lake County Health Department approval is required to be submitted along with the Town of Winfield Building Permit Application package, (site noted and approval stamp on site plan)

**LAKE COUNTY HIGHWAY DEPARTMENT**

An approved letter from the Lake County Highway Department is required if you are creating a new entrance or redesigning the existing entrance/driveway on a Lake County road or if you need to obtain a culvert permit.

**PROCESSING APPLICATION**

The applicant will be notified that the building permit is approved or disapproved. This usually takes place about 5-10 days once accepted. All questions will be answered when notified.

**DURATION OF PERMIT VALIDITY**

Construction work must be completed within six months of issuance, unless otherwise indicated. If work is not started within six months of issuance, the building permit may become null and void.

**SURVEYS**

Site Plan must be submitted, with setbacks noted, as well as structure.

**INSPECTIONS – IF OTHER THAN SHED; THERE MAY BE MORE THAN 2 INSPECTIONS, SEE PERMIT SUMMARY**

Garage Permits will require multiple inspections: **Site Inspection** (proposed site of garage to be placed) prior to shed being constructed; **Rough Electrical; Rough Framing/HVAC; Final Electrical; Final HVAC; and Final Building** (completion of garage). Please call 219.779.9073 to schedule all inspections.

**APPLICATION PACKAGE**

The application package must be completed in its entirety before submission; incomplete application packages will not be accepted.

Legal description of property and parcel/property number; as noted on taxpayer statements. The legal description can be found from the Plat of Survey or copy and deed of title insurance policy.

**TOWN OF WINFIELD  
BUILDING PERMIT APPLICATION  
RESIDENTIAL REQUIREMENTS CONTINUED**



**SITE PLAN**

Site plan must be drawn to scale. Submit one copy with application package. Sheds must be drawn onto Site Plan with dimensions.

Site Plans must reflect the following:

- (1) Length and width of property
- (2) Abutting roads or easements
- (3) All existing structures including fences with their dimensions
- (4) Proposed placement of construction/improvement
- (5) Existing and proposed evaluations at all lot corners
- (6) All exterior grades and finished floors of any buildings
- (7) Driveway culverts or bridges
- (8) Public streets, curbs and storm drains on or adjoining the site
- (9) Ponds, lakes or streams on or adjoining the site
- (10) All elevations to be referenced to M.S.L. datum
- (11) Proposed or existing driveway(s)
- (12) Deck drawn to scale with dimensions – all structures within 50' of property line with elevation

**DRAINAGE PLAN**

Drainage plan must reflect the following (if applicable):

- (1) All legal drains
- (2) Existing or proposed subterranean or surface drainage systems for storm water storage, detention retention or discharge; indicating the direction of the flow of all existing or proposed overland storm flow

**CONSTRUCTION PLANS**

- (1) Two (2) sets of plans must be submitted
- (2) Must be detailed and include wall sections
- (3) IF the garage has a manufacturer brochure, this would be acceptable.

**ESTABLISHMENT OF OWNERSHIP**

All applications for a building permit must be submitted with proof of ownership of the property. The building permit application requires signature by the owner of the property and a currently registered contractor in the Town of Winfield. The full name, address, and telephone number(s) of the owner must be stated on the application.

**ALL REQUIREMENTS MUST BE COMPLETED BEFORE SUBMISSION**

TOWN OF WINFIELD  
10645 Randolph St.  
Winfield IN 46307  
219-662-2665x301



## ACCESSORY (GARAGE) PERMIT APPLICATION

### SECTION 1: PROPERTY/OWNER INFORMATION

JOB ADDRESS: \_\_\_\_\_ Winfield IN 46307 LOT # \_\_\_\_\_

SUBDIVISION NAME: \_\_\_\_\_ ZONING: \_\_\_\_\_

OWNER NAME: \_\_\_\_\_

OWNER ADDRESS (if different than above): \_\_\_\_\_  
\_\_\_\_\_

OWNER PHONE #: \_\_\_\_\_

LEGAL DESCRIPTION OF PROPERTY: \_\_\_\_\_

RECORDED BOOK AND PAGE:

PARCEL I.D. #: \_\_\_\_\_ / \_\_\_\_\_

### SECTION 2: PERMIT TYPE

GARAGE OR OTHER TYPE OF STRUCTURE TYPE: \_\_\_\_\_  
Pre-Fab/Post Frame/Remodel/Other

PROPOSED USE: \_\_\_\_\_

**ALL REQUIREMENTS MUST BE COMPLETED BEFORE SUBMISSION**



**SECTION 3: BUILDING DATA**

Estimated Construction Cost \$ \_\_\_\_\_

**SIZE OF BUILDING:**

Width: \_\_\_\_\_ ft \_\_\_\_\_ in  
Length : \_\_\_\_\_ ft \_\_\_\_\_ in  
Peak Height: \_\_\_\_\_ ft \_\_\_\_\_ in  
Eaves: \_\_\_\_\_ ft \_\_\_\_\_ in  
Garage sq. ft. \_\_\_\_\_

**FOUNDATION DESIGN:**

cap wall \_\_\_\_\_  
concrete block \_\_\_\_\_  
poured concrete \_\_\_\_\_  
slab \_\_\_\_\_  
other \_\_\_\_\_

**EXTERIOR WALLS:**

Masonry bearing \_\_\_\_\_  
Wood frame/siding \_\_\_\_\_  
Structural Steel \_\_\_\_\_  
Other \_\_\_\_\_

**SETBACKS:**

Front: \_\_\_\_\_  
Rear: \_\_\_\_\_  
Right Side: \_\_\_\_\_  
Left Side: \_\_\_\_\_

**ELECTRICAL SERVICE, if applicable**

\_\_\_\_\_ Wire \_\_\_\_\_ Phase \_\_\_\_\_ AMP TEMPORARY or PERMANENT service (please circle which is applicable)

**NOTE:** Along with the permit package, a Plat of Survey must be submitted with measurements, along with garage details (either drawing of such or company brochure/pamphlet)

**SECTION 4: LOT INFORMATION**

Lot Size: \_\_\_\_\_ Sq. Ft. \_\_\_\_\_ Acres \_\_\_\_\_

Does the property contain a legal county drain? \_\_\_\_\_

Is property in a flood zone? \_\_\_\_\_ Soil type of building site: \_\_\_\_\_

**ALL REQUIREMENTS MUST BE COMPLETED BEFORE SUBMISSION**



**SECTION 5: AGREEMENT**

CONSTRUCTION SITE: CONTRACTOR/OWNER INITIALS \_\_\_\_\_

You are responsible for keeping your construction site, as well as the surrounding area, clean from any construction debris. This includes, but is not limited to, mud and/or debris left on the street from vehicles entering and leaving the job site. Also, you must provide traffic control when construction vehicles are blocking streets and traffic is being visually impaired.  
SILT FENCES MUST BE PROVIDED FOR ALL JOB SITES.

INSPECTIONS/RE-INSPECTIONS: CONTRACTOR/OWNER INITIALS \_\_\_\_\_

We do not schedule inspections. We do not schedule inspections days in advance. Inspections can be called in until 12:00 p.m. (noon) for same day inspections. The Inspector has up to 48 hours to inspect the work. Concrete inspections can be called in, no more than 36 hours in advance.

**RED TAGS FOR FAILED INSPECTIONS MUST BE PAID BEFORE A RE-INSPECT CAN BE COMPLETED.**

ELECTRICAL CODE:

Electrical work will be enforced by using HE 2008 National Electrical Code and the 2003, International Residential Code with 2008 Indiana State Approved amendments.

COSTS/FEES: CONTRACTOR/OWNER INITIALS \_\_\_\_\_

The Owner/General Contractor agrees to all costs/fees associated with the permit.

CONTRACTOR/OWNER INITIALS \_\_\_\_\_

The information contained in the attached building permit and plan application with all attached exhibits, is to the best of my (our) knowledge and belief, true and correct.

The applicant hereby agrees to abide by and comply with all building and health laws of the State of Indiana, and the zoning, building and registration ordinances of the Town of Winfield, Indiana, and furthermore understands that deviations from or violations of these laws and ordinances or conditions as from the provisions of these laws and ordinances or conditions as stated herein shall constitute a basis for revocation of this permit.

**ALL REQUIREMENTS MUST BE COMPLETED BEFORE SUBMISSION**



**SECTION 6: CONTRACTORS**

All applicable trades must be licensed with the Town of Winfield

\_\_\_\_\_ Initial that all BELOW was read:

1. Owner and/or Contractor are responsible for verifying that proposed construction complies with any 'restrictive covenants', if applicable
2. Once the permit has been released, if a change is made in a subcontractor of any trade, the General must notify the Building Department (in writing) and a new affidavit must be filed by the new contractor. **FAILURE TO DO SO WILL RESULT IN ORDINANCE VIOLATION FINES AND A 'STOP WORK ORDER'.**
3. Permit(s) are valid for one-year, from the date of issuance. Renewals must be made prior to expiration date and in compliance with the ordinance.

\*Contractors must submit affidavits before a building permit will be accepted for review.

**NOTE: Ordinance 156.041, Item C, #4 – Detached accessory structure shall not be serviced by water or sewer/septic services.**

TOWN REG #	TRADE	COMPANY	PHONE #
	*GENERAL		
	*ELECTRICIAN		
	*MECHANICAL/HVAC		
	*CARPENTRY		
	*CARPENTRY (TRIM)		
	CONCRETE		
	DRAINAGE		
	DRYWALL		
	EXCAVATOR		
	GARAGE DOOR(S)		
	INSULATION		
	MASONRY		
	PAINTING		
	ROOFING		
	SIDING		
	STEEL FABRICATOR		
	OTHER		
	OTHER		





**General Contractor Affidavit**

Date: \_\_\_\_\_

**Section 1: Identification**

Winfield Reg. # \_\_\_\_\_

Project Address: \_\_\_\_\_ Winfield IN 46307 Lot # \_\_\_\_\_

General Contractors Business Name: \_\_\_\_\_

Contractors Business Address: \_\_\_\_\_  
Street Town State/Zip

Phone # \_\_\_\_\_ e-mail: \_\_\_\_\_

**Section 2: Affidavit**

The undersigned General Contractor verifies:

1. The General Contractor is a registered contractor in the Town of Winfield and the information in this document is true.
2. The General Contractor is performing the work personally and/or through their employees.
3. The General Contractor hereby agrees to abide by and comply with the conditions of all building codes and health laws of the State of Indiana. Furthermore, understands that any variations or violations from the provisions of these laws and ordinances or conditions as stated herein shall constitute a cause for revocation of this permit.

)  
State of Indiana ) SS:  
County of Lake )  
)

\_\_\_\_\_  
Printed Name of General Contractor

\_\_\_\_\_  
Signature of General Contractor

Seal:

Notary Signature \_\_\_\_\_

Resident of County of \_\_\_\_\_ State \_\_\_\_\_

My Commission Expires: \_\_\_\_\_



**SECTION 8: SUBCONTRACTOR AFFIDAVIT**

(please complete one for each trade on site)

DATE: \_\_\_\_\_  
WINFIELD CONTRACTOR REG # \_\_\_\_\_

**PART 1: IDENTIFICATION**

PROJECT ADDRESS: \_\_\_\_\_ Winfield IN 46307 LOT # \_\_\_\_\_

GEN. CONTRACTOR NAME: \_\_\_\_\_

SUBCONTRACTOR BUSINESS NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_  
(street) (town) (state/zip)

PHONE #: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

WORK PERFORMED: \_\_\_\_\_

**PART 2: AFFIDAVIT**

The undersigned subcontractor verifies:

- 4. The subcontractor is registered contractor in the Town of Winfield and the information in this document is true.
- 5. The subcontractor is actually performing the work and/or through his/its employees
- 6. The subcontractor hereby agrees to abide by and comply with all building ordinances, codes, and health laws of the Town of Winfield and State of Indiana, furthermore understands that any deviations from or violations of these laws and ordinances or conditions as stated herein shall constitute a basis for revocation of this permit.

STATE OF INDIANA )  
COUNTY OF LAKE ) SS:  
)

\_\_\_\_\_  
Subcontractor Printed Name

\_\_\_\_\_  
Subcontractor Signature

SEAL:

NOTARY SIGNATURE: \_\_\_\_\_

RESIDENT OF COUNTY OF: \_\_\_\_\_ STATE OF \_\_\_\_\_

My Commission Expires: \_\_\_\_\_



**SECTION 9: HOMEOWNER AFFIDAVIT**

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

**PART 1: IDENTIFICATION**

PROJECT ADDRESS: \_\_\_\_\_ Winfield IN 46307 LOT # \_\_\_\_\_

HOMEOWNER NAME: \_\_\_\_\_

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

if different from project address (street) (town) (state/zip)

PHONE #: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

WORK PERFORMED: \_\_\_\_\_

**PART 2: AFFIDAVIT**

The undersigned homeowner verifies:

1. **The homeowner(s) is performing the work personally.**
2. The homeowner(s) hereby agrees to abide by and comply with the conditions of all building codes and health laws of the State of Indiana, furthermore, understands that any variations or violations from the provisions of these laws and ordinances or conditions stated herein shall constitute a cause for revocation of this permit.

STATE OF INDIANA )  
 ) SS:  
 COUNTY OF LAKE )  
 )

\_\_\_\_\_  
Homeowner Printed Name

\_\_\_\_\_  
Homeowner Signature

SEAL:

NOTARY SIGNATURE: \_\_\_\_\_

RESIDENT OF COUNTY OF: \_\_\_\_\_ STATE OF \_\_\_\_\_

My Commission Expires: \_\_\_\_\_



**SECTION 10: Engineering Fee Notification**

Before any changes of the property can be made, approval must be obtained from the Town's engineering firm.

Review items include, but are not limited to:

- if there is a swale and/or change to the water flow of the property or neighboring properties; or
- if the property contains a wetland that may be affected by change; or
- any other type of land disturbance that may be affected by change

The Town's engineering fees, for review and recommendations, will be charged to the Consulting Firm and/or Property Owner.

Winfield IN 46307

Proposed Property Address

\_\_\_\_\_  
Property Owner/General Contractor Printed Name

\_\_\_\_\_  
Property Owner/General Contractor Signature

\_\_\_\_\_  
Dated