



**RESIDENTIAL REMODEL/BASEMENT FINISH
ROOM ADDITION, BUILDING PERMIT
APPLICATION PACKAGE**



Town of Winfield
Building Department
10645 Randolph St., Suite A
Winfield IN 46307

219-662-2665x301
FAX: 219-663-2431
WEBSITE: www.winfield.in.gov

INSPECTION PHONE LINE: 219-779-9073

All sections of this application original documentation and requirements, in its entirety,
must be met/completed, or it will not be accepted for review



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ALL DOCUMENTATION MUST REFLECT WINFIELD, INDIANA 46307
Crown Point is NOT acceptable

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RESIDENTIAL – REQUIREMENTS

Additions – please call the Town of Winfield Building Administrator to schedule a meeting with the Building Inspector to decide if a State Construction Design Release is necessary. Additional information may be necessary for a room addition; such as a site plan and elevation information, and possible Lake County Health Department approval.

Covenants (applies for room addition)

Obtaining any necessary approvals from the POA/HOA 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 general contractor that may be hired. POA/HOA approval letter, if required, should be submitted along with the permit package.

Lake County Health Department (applies for room addition, if applicable)

If proposed sewage system is to be a private type: septic, mound, etc., a site plan and copy of the application reflecting the septic field is required to be stamped and approved; with an authorized signature from the Lake County Health Department and submitted to the Town of Winfield with the building permit application package.

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RESIDENTIAL REQUIREMENTS

Application Package

The application package must be completed, in its entirety, before submission. Incomplete application packages will not be accepted or will be on 'hold' until all documents are received.

Legal

Legal description of property and parcel/property number, as noted on taxpayer statements, should be submitted.

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 current registered contractor in the Town of Winfield. The full name, address, and telephone number(s) of the owner must be stated on the application. If recently purchased, the property deed may be submitted to prove ownership.

Construction Plans

1. Must be detailed and include wall sections.
2. Two sets of floor plans/drawings are required, sized: 11x17, to scale.
3. No reverse drawings will be accepted for submission.

Contractors

All trades must be licensed with the Town of Winfield PRIOR to a building permit application being submitted.

All of Section 6, of the building permit, must be completed. The building department software builds the permit based off the information supplied by the contractor registration number.

Once the permit has been released, **IF A SUB-CONTRACTOR OF ANY TRADE IS CHANGED**, the General must notify the Building Department and a Change of Subcontractor Affidavit must be turned in by the General, also signed by the new subcontractor.

If a General Contractor is changed, the owner, or the developer must notify the Building Department, in writing, and a Change in General Affidavit must be turned in by the owner and the new General Contractor.

If the General Contractor is the homeowner, he may call in all inspections with the exception of electrical, plumbing, or HVAC/mechanical inspections. Only the registered contractor recorded on the permit may call these inspections in.

Processing Application

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

Duration of Permit Validity

Construction work must be completed within **one-year** of issuance, unless otherwise indicated. If work is not started within six months of issuance, the building permit may become null and void. Inspections are required in a timely manner to complete the permit within the one-year time allowance. However, time between inspections should not have a lapse of more than 6-months or permit may become null and void.

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Town of Winfield, Indiana
Building Permit Application

Section 1: Property/Owner Information

Job Address: Winfield IN 46307 Lot #

Subdivision Name: Zoning:

Owner Name:

Owner Current Address:

Owner Phone #: e-mail:

Parcel/Tax Key # Book/Page

Section 2: Permit Type

Type of Remodel: Kitchen Bath Basement Other:

Section 3: Use

Table with 2 columns: RESIDENTIAL CONSTRUCTION TYPE, and rows for Addition, Remodel, Other.

Table with 2 columns: RESIDENTIAL, and rows for One or two Family, Multi Fam., Duplex, Garage/Port, Deck/Porch, Townhome, Other.

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Section 4: Estimated Cost & Building Data

Estimated Construction Cost \$ _____

Attach a scope of work (for each trade) and drawing of work to be completed. A proposal will suffice.

SQ. FT. CHANGE	
Basement sq. ft. _____	Full or Partial finish
liveable sq. ft. _____	storage sq. ft. _____
Kitchen sq. ft. _____	Bathroom sq. ft. _____
Room Addition sq. ft. _____	OTHER: _____

# OF ROOM(S) added	
Kitchen	_____
Living	_____
Dining	_____
Bedrooms	_____
Bathrooms	_____
Loft/Den	_____
Laundry	_____
Office	_____
Other	_____
TOTAL:	_____

FIREPLACE	
# of _____	None _____
Masonry	_____
Mechanical	_____
Wood Burning	_____
<small>(Include brochure/specs of fireplace)</small>	

DECK	
Yes	No
Size _____	
Noted on Survey? _____	

HEATING SYSTEM	
Electric	_____
Gas	_____
Oil	_____
GEO	_____
Radiant Floor Heating	_____

MECHANICAL	
Central Air Cond.	_____
Elevator	_____
Other	_____

FOOTING TYPE	
Monolithic	_____
Spread	_____
Trench	_____
Other:	_____

ELECTRICAL SERVICE	INSULATION
# Wire _____	R-Value Attic: _____
# Phase _____	Blown-In Batts _____
# AMP _____	R-Value Walls _____
Perm. Service _____	R-Value Floors _____
Temp. Service _____	Inside _____
	R-Value Foundation _____
	Outside _____

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SECTION 5: CONTRACTOR LIST:

All contractors must have a valid TOWN OF WINFIELD registration/license PRIOR TO SUBMISSION.
Please ensure that your subcontractors have a current documents filed (COI/Bond/LC jurisdiction license).

After a permit has been released, if a sub-contractor, of any trade is changed, the General must notify the Building Department and complete a Change in Subcontractor Affidavit.

If a General Contractor is changed, the owner or builder must notify the Building Department and complete a Change in General Contractor Affidavit.

A change in Sub-Contractor and Change of General affidavit can be found on our website at www.winfield.in.gov, "forms' tab, then "Building Department"

ALL TRADES noted with the asterick (*) are REQUIRED to complete an affidavit for submission along with the building permit application to be accepted for review

WINFIELD REG #	TRADE	COMPANY	PHONE
	*General		
	*Electrician		
	*Plumber		
	*Mechanical/HVAC		
	*Carpentry		
	*Carpentry/Trim		

	Drywall		
	Flooring		
	Fireplace		
	Insulation		
	Painting		

for room additions:

	*Concrete		
	*Excavator		
	Landscaping		
	Masonry		
	Roofing		
	Siding/Soffit/Fascia/Gutters		
	Steel Fabricator		
	Crane OP		
	Well Driller		
	Septic Field		
	Drainage		
	Window Installation		
	Other		
	Other		



Section 6: 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: _____

All sections of this application original documentation and requirements, in its entirety, must be met/completed, or it will not be accepted for review



Section 7: Sub-Contractor Affidavit (have for each trade)

Date: _____

Section 1: Identification

Winfield Reg. # _____

Project Address: _____ Winfield IN 46307 Lot # _____

General Contractors Business Name: _____

Sub-Contractor Business Name: _____

Contractors Business Address: _____
Street Town State/Zip

Phone # _____ e-mail: _____

Trade performed: _____

Section 2: Affidavit

The undersigned Sub-Contractor verifies:

- 4. The Sub-Contractor is a registered contractor in the Town of Winfield and the information in this document is true.
- 5. The Sub-Contractor is performing the work personally and/or through their employees.
- 6. The Sub-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 Sub-Contractor

Signature of Sub-Contractor

Seal:

Notary Signature _____

Resident of County of _____ State _____

My Commission Expires: _____

All sections of this application original documentation and requirements, in its entirety, must be met/completed, or it will not be accepted for review



Section 7: Sub-Contractor Affidavit (have for each trade)

Date: _____

Section 1: Identification

Winfield Reg. # _____

Project Address: _____ Winfield IN 46307 Lot # _____

General Contractors Business Name: _____

Sub-Contractor Business Name: _____

Contractors Business Address: _____
Street Town State/Zip

Phone # _____ e-mail: _____

Trade performed: _____

Section 2: Affidavit

The undersigned Sub-Contractor verifies:

- 4. The Sub-Contractor is a registered contractor in the Town of Winfield and the information in this document is true.
- 5. The Sub-Contractor is performing the work personally and/or through their employees.
- 6. The Sub-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 Sub-Contractor

Signature of Sub-Contractor

Seal:

Notary Signature _____

Resident of County of _____ State _____

My Commission Expires: _____

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Section 7: Sub-Contractor Affidavit (have for each trade)

Date: _____

Section 1: Identification

Winfield Reg. # _____

Project Address: _____ Winfield IN 46307 Lot # _____

General Contractors Business Name: _____

Sub-Contractor Business Name: _____

Contractors Business Address: _____
Street Town State/Zip

Phone # _____ e-mail: _____

Trade performed: _____

Section 2: Affidavit

The undersigned Sub-Contractor verifies:

- 4. The Sub-Contractor is a registered contractor in the Town of Winfield and the information in this document is true.
- 5. The Sub-Contractor is performing the work personally and/or through their employees.
- 6. The Sub-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 Sub-Contractor

Signature of Sub-Contractor

Seal:

Notary Signature _____

Resident of County of _____ State _____

My Commission Expires: _____

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Section 7: Sub-Contractor Affidavit (have for each trade)

Date: _____

Section 1: Identification

Winfield Reg. # _____

Project Address: _____ Winfield IN 46307 Lot # _____

General Contractors Business Name: _____

Sub-Contractor Business Name: _____

Contractors Business Address: _____
Street Town State/Zip

Phone # _____ e-mail: _____

Trade performed: _____

Section 2: Affidavit

The undersigned Sub-Contractor verifies:

- 4. The Sub-Contractor is a registered contractor in the Town of Winfield and the information in this document is true.
- 5. The Sub-Contractor is performing the work personally and/or through their employees.
- 6. The Sub-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 Sub-Contractor

Signature of Sub-Contractor

Seal:

Notary Signature _____

Resident of County of _____ State _____

My Commission Expires: _____

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Section 7: Sub-Contractor Affidavit (have for each trade)

Date: _____

Section 1: Identification

Winfield Reg. # _____

Project Address: _____ Winfield IN 46307 Lot # _____

General Contractors Business Name: _____

Sub-Contractor Business Name: _____

Contractors Business Address: _____
Street Town State/Zip

Phone # _____ e-mail: _____

Trade performed: _____

Section 2: Affidavit

The undersigned Sub-Contractor verifies:

- 4. The Sub-Contractor is a registered contractor in the Town of Winfield and the information in this document is true.
- 5. The Sub-Contractor is performing the work personally and/or through their employees.
- 6. The Sub-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 Sub-Contractor

Signature of Sub-Contractor

Seal:

Notary Signature _____

Resident of County of _____ State _____

My Commission Expires: _____

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Section 7: Sub-Contractor Affidavit (have for each trade)

Date: _____

Section 1: Identification

Winfield Reg. # _____

Project Address: _____ Winfield IN 46307 Lot # _____

General Contractors Business Name: _____

Sub-Contractor Business Name: _____

Contractors Business Address: _____
Street Town State/Zip

Phone # _____ e-mail: _____

Trade performed: _____

Section 2: Affidavit

The undersigned Sub-Contractor verifies:

- 4. The Sub-Contractor is a registered contractor in the Town of Winfield and the information in this document is true.
- 5. The Sub-Contractor is performing the work personally and/or through their employees.
- 6. The Sub-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 Sub-Contractor

Signature of Sub-Contractor

Seal:

Notary Signature _____

Resident of County of _____ State _____

My Commission Expires: _____

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Section 8: Homeowner's Affidavit

(Complete Part 1 and ONLY COMPLETE PART 2 if the Homeowner is completing any trade work on the home)

Part 1: Identification

Date: _____

Project Address: _____ Winfield, IN 46307 Lot # _____

Owner Name: _____

Mailing Address: _____
Street Town State/Zip Code

Phone # _____ e-mail: _____

General Contractor: _____

Part 2: Affidavit

The undersigned homeowner verifies:

1. The Homeowner 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.
2. The Homeowner will record the Homeowner Affidavit (this form) at the Lake County Recorder's office, at their own expense, attesting to the work that will be completed on the property, as this information will be available during any title search and shall run with the land.
3. According to Ordinance #217-A, the Homeowner cannot complete any Electrical, Plumbing, or Mechanical/HVAC work.
4. The Homeowner(s) is performing the work, personally, in the following trades:

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

Printed Name of Homeowner

Signature of Homeowner

Seal:

Notary Signature _____

Resident of County of _____ State _____

My Commission Expires: _____

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Section 9: Commercial and/or Residential – Ordinance Procedure Requirements, page 1

Construction Site

The General Contractor/Sub-Contractors/Homeowner is responsible for keeping the construction site, as well as the surrounding area, clean from construction debris. This must be completed on a daily basis and includes, but is not limited to, mud and/or debris left on the street from vehicles entering and exiting the job site. Also, you must provide traffic control when construction vehicles are blocking streets and traffic is being visually impaired.

Ordinance 121.20 Building Regulations: Construction-Standards

(2) All work on the construction, alteration, and repair of buildings, structures, and other location improvements shall be performed during the following times:

- Monday-Friday 7 am to 7 pm (March thru October)
- Monday-Friday 7 am to 5 pm (November thru February)
- Saturdays 9 am to 3 pm (all year)
- Sunday/Holidays – NO work to be performed

Construction traffic must NOT block the street in ANY manner. Emergency vehicles (fire truck/ambulances, etc.) and/or school buses should be able to pass at ALL TIMES.

All contractor vehicles should park on the side of the road that the construction is being performed.

Ordinance 71.039 Restricted Streets: Truck use Restricted

- (A) From and after the taking effect of this chapter, all streets and alleys of the Town, except set out in Chapter 75, Schedule II shall be designated as restricted streets, and it shall be unlawful for the driver of any truck, excepting trucks in the following categories, to drive upon same except for the purpose of making a delivery to the business in the flock in which the vehicle is driven:
- a. Those of less than five-tons related capacity
 - b. House moving vans; and
 - c. Construction vehicles.
- (B) Any driver making a delivery on a restricted street shall enter same at the first intersection nearest the point of delivery and leave same at the first intersection of the delivery.
(Ord. 84 passed 11-21-2000 Penalty, see Ord. 70.99)

Inspections/Re-Inspects

The inspector has up to 48 hours once an inspection is called in to complete said inspection. Appointments are NO! accepted. Inspections are not booked more than 24 hours in advance. We will take concrete inspections no more than 24 hours prior. If an inspection is called in as ready, and is not at the time of the inspection, a RED TAG will be issued. Red Tags, for a failed inspection, must be paid prior to a re-inspect.

Information necessary to call in an inspection: Permit number; Address; Type of inspection; Contact person name and phone number.

New Phone number for inspections: 219-779-9073

Electrical Code

Electrical Work will be enforced by using the 2014 National Electrical Code.

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Ordinance 150.22 Permit Expiration

- A.) Multi-family (three or more units).** Multi-family (three or more) units permits expire two years from the date of issuance. However, if the permit is not picked up and paid for within 75 days of the date of application or construction is not commenced within six-months of issuance, of said permit, it shall be revoked and be rendered null and void and the permit fees, less an administration charge equal to 25% of the original permit fee charged and collected shall be refunded upon written demand made prior to such revocation. Multi-family permits may be renewed prior to expiration in three-month intervals for 25% of the current fee calculated under the application provisions of this chapter. Expired permits may also be renewed only after a violation inspection and correction of any exiting violations and payment of the entire current fee under the applicable provisions of this chapter.
- B.) Commercial/Business.** Commercial and business permits expire two-years from the date of issuance. However, if the permit is not picked up and paid for within 75 days of the date of application or construction is not commenced within six-months of issuance of said permit, it shall be revoked and be rendered null and void and the permit fees, less an administration charge equal to 25% of the original permit fee charged and collected shall be refunded upon written demand made prior to expiration in three-month intervals for 25% of the current fee calculated under the applicable provisions of this chapter. Expired permits may also be renewed only after a violation inspection and correction of any existing violations and payment of the entire current fee under the applicable provisions of this chapter.
- C.) Single family residential and/or accessory structures (over 400 sq. ft.).** All permits expire one year from the date of issuance. However, if the permit is not picked up and paid for within 75 days of the date of application, or construction has not commenced within six-months of issuance of said permit, it shall be revoked and be rendered null and void and the permits fees, less an administration charge equal to 25% of the original permit fee charged and collected shall be refunded upon written demand made prior to such revocation. Permits may be renewed prior to expiration in three-month intervals for 25% of the current fee calculated under the applicable provisions of this chapter. Expired permits may also be renewed only after a violation inspection and correction of any existing violations and payment of the entire current fee under the applicable provisions of this chapter.
- D.) Extended permit options.** The original permit may be extended for one additional year (two years from date of issuance) for an additional fee of 50% of the original cost, if requested and paid for, at the time of original permit application. Extended permits may be renewed prior to expiration in three-month intervals for 25% of the current fee calculated under the applicable provisions of this chapter.

(Ord. 41, passed 2-18-1998; Am Ord. 115, passed 4-1-2004; Am Ord. 41-G, passed 8-18-2009)

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Section 9: Commercial and/or Residential – Ordinance Procedure Requirements, page 3

I have read, understand, and agree to all of the above of Section 9 and take full responsibility.

Printed Name

Signature

Date

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SECTION 10: AGREEMENT AFFIDAVIT – PROPERTY OWNER – GENERAL CONTRACTOR

I/We have read, understand, and agree to comply with all ordinances, policies, and requirements of the Town of Winfield.

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

The owner, lessee, or contractor, hereby agrees to abide by and comply with the conditions of all building and health laws of the State of Indiana, the zoning ordinances, building ordinances, and registrations of the Town of Winfield, Indiana and furthermore understand that any variations or violations of these laws, ordinances, policies or conditions as stated herein shall constitute a cause for revocation of this permit.

I/We agree that all information below, pertaining to myself and said, is true and correct.

Property Owner: _____
(printed name)

(signature)

State of _____
County of _____

Seal:

Notary Signature: _____

Resident of County: _____ State: _____

My Commission Expires: _____

General Contractor: _____
(printed name)

(signature)

State of _____
County of _____

Seal:

Notary Signature: _____

Resident of County: _____ State: _____

My Commission Expires: _____

All sections of this application original documentation and requirements, in its entirety, must be met/completed, or it will not be accepted for review



Section 11: Engineering Fee Notification (only for additions)

If there are any foundation/swale/waterflow discrepancies found during the course of the building permit (site to spot to final survey), the Town's engineering fees, for review and recommendations, will be charged to the Builder and/or Property Owner.

In addition, before any changes of the property site plan can be made, approval must be obtained from the Town's engineering firm.

Winfield IN 46307

Proposed Property Address

Property Owner/General Contractor Printed Name

Property Owner/General Contractor Signature

Dated

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