

## **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***





WINFIELD  
INDIANA  
est. 1993

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

Phone: 219.662.2665x301

Fax: 219.663.2431

Website: [www.winfieldgov.com](http://www.winfieldgov.com)





#### **Ordinance 150.22 Permit Expiration**

(C) Accessory Structures. Pool, deck, fence, shed, concrete, and other accessory structure permits **expire six months** from the date of issuance. However, if construction is not commenced within three months of issuance of said permit, it shall be revoked and be rendered null and void and the permit fees, less and administration charge equal to 50% of the original permit fee charged and collected shall be refunded upon written demand made prior to such revocation. Accessory structure permits may be renewed prior to expiration for one six-month extension for 50% 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.

#### **Ordinance 156.010 Definitions**

Building Area. The horizontal area of the buildings on a lot, measured from the outside exterior walls, excluding open areas or terraces, unenclosed porches or decks, and architectural features that project no more than two feet.

Ordinance 156.041 (A) (5) Accessory Buildings shall be amended as follows:

Accessory buildings must be placed no less than **five feet** from any lot line and shall not encroach on a dedicated easement, without obtaining a variance from the Board of Zoning Appeals.



#### PROCESSING APPLICATION

The applicant will be notified that the deck permit is approved or disapproved. This usually takes approximately 2-5 days, once accepted.

#### DURATION OF PERMIT VALIDITY

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

#### APPLICATION PACKAGE

The application package must be completed in its' entirety before submission.

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 a copy of the deed, or title from the insurance policy.

#### COVENANTS

Obtaining any necessary approvals from the POA/HOA for deck installation, location, 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. Submittal of the Architectural Review Board Approval should be included in the permit application package.

#### ESTABLISHMENT OF OWNERSHIP

All applications for a deck must be submitted with proof of ownership of the property. The deck 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.

### ***SITE PLAN***

Site plan must be drawn to scale, with setbacks drawn on document.

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 pool/structures/decks/sanitary locations, etc.
5. Existing and proposed elevations at all lot corners
6. All exterior grades and setbacks
7. Driveway culverts or bridges
8. Public streets, curbs, and storm drains on or adjoin the site
9. Ponds, lakes or streams on or adjoining the site
10. All elevations to be referenced to M.S.L. datum
11. Existing driveway(s) – all structures within 50' of property line with elevation
12. **If the site of the property has a septic field/mound, the plat of survey is required to be stamped with Lake County Health Department approval.**

### ***CONCRETE PLAN OR MATERIAL LIST***

Include with permit application a detailed drawing/sketch of the proposed concrete work. See Ordinance 281 §156.062 for driveway requirements.

§ 156.062 RESIDENTIAL PARKING; DESIGN REQUIREMENTS.

For any one-, two-, and three-family dwellings (plus any authorized home occupation therein), regardless of district, the provisions of this section shall apply as minimum requirements.

(A) The parking spaces required by this section shall be located on the premises, but shall not be located in a required front yard. However, parking in addition to the required spaces is not permitted in a required front yard, except in driveways and turnarounds.

(B) The maximum width of a driveway at the road cut, curb, and/or municipal sidewalk is to be no wider than 24 feet.

(C) The parking spaces and associated driveway required for residential uses with zoning classifications of R-1, R-2, R-3, R-4, PDR, and PDM, and other residential uses with driveway lengths less than 50 feet, measured from the street, for front load garages, and driveway lengths less than 75 feet, measured from the street, for side load garages shall be improved with a minimum of six inches of compacted No. 53 stone and a minimum of four inches of high-performance, air-entrained concrete, sealed, with stress joints at appropriate intervals.

(D) The parking spaces and associated driveway required for residential uses in AG zoning districts and residential districts with driveway lengths greater than 50 feet, measured from the street, for front load garages, and 75 feet, measured from the street, for side load garages, as an alternative to (C), may be improved with a minimum of six inches of compacted No. 53 stone and five inches of asphalt. However, should the length of the driveway in this situation be over 200 feet, a stone driveway is allowed, provided that the street frontage is not improved with municipal sidewalk.

(E) Exceptions for brick or concrete paver driveways shall be granted. See standard detail for same.

(Ord. 23, § 2.40.120, passed 3-19-1997; Am. Ord. 281, passed 3-13-2018) Penalty, see § [156.999](#)

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



## CONCRETE PERMIT APPLICATION

### SECTION 1: PROPERTY/OWNER INFORMATION

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

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

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

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

OWNER E-MAIL: \_\_\_\_\_

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

### SECTION 2: PROJECT DATA

TYPE: CONCRETE (plain or stamped) Residential or Commercial

AREA OF WORK: width \_\_\_\_\_ length \_\_\_\_\_ Total Sq. Footage: \_\_\_\_\_

SETBACKS: front \_\_\_\_\_ rear \_\_\_\_\_ right side \_\_\_\_\_ left side \_\_\_\_\_ (include survey with area indicated)

ESTIMATED COST \$ \_\_\_\_\_

### SECTION 3: 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 4: 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.**

**\*Note: Information necessary to schedule an inspection:**

Permit #; Address; Phone # (for contact, if necessary) and type of inspection

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 5: 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 **six months**, 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.

TOWN REG #	TRADE	COMPANY	PHONE #
	*GENERAL (if applicable)		
	*CARPENTRY		
	*CONCRETE		
	OTHER		
	OTHER		
	OTHER		

**ALL REQUIREMENTS MUST BE COMPLETED BEFORE SUBMISSION**





**SECTION 6: GENERAL OR SUBCONTRACTOR AFFIDAVIT**

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

**PART 1: IDENTIFICATION**

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

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

General CONTRACTOR BUSINESS NAME: \_\_\_\_\_

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

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

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

**PART 2: AFFIDAVIT**

The undersigned general contractor verifies:

1. The general or subcontractor is registered contractor in the Town of Winfield and the information in this document is true.
2. The general or subcontractor is actually performing the work and/or through his/its employees
3. The general or 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: )

\_\_\_\_\_  
General Printed Name

\_\_\_\_\_  
General Signature (sign in front of notary)

SEAL:

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

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

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



**SECTION 7: 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 )  
COUNTY OF LAKE )  
SS: )

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

\_\_\_\_\_  
Homeowner Signature (sign in front of notary)

SEAL:

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

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

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