



WINFIELD  
INDIANA  
est. 1993

**COMMERCIAL/RESIDENTIAL  
BUILDING PERMIT  
APPLICATION PACKAGE**



Town of Winfield

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

**CHECKLIST TO ACCOMPANY YOUR NEW HOME PERMIT APPLICATION:**

- 2 COPIES OF SITE SURVEYS, WITH SETBACKS (DISTANCE FROM EACH PROPERTY LINE).  
ALSO NOTE THIS INFORMATION ON THE PERMIT APPLICATION. HOME CANNOT BE LOCATED IN  
AN EASEMENT, PUBLIC UTILITY OR DEDICATED EASTMENT – (P.U. OR D.E. ON SURVEY)
  
- 2 SETS OF HOME PLANS
  
- ENERGY CONSERVATION CERTIFICATE
  
- HVAC LOAD CALCULATIONS
  
- HOA/POA APPROVAL (DEER CREEK ESTATES, DOUBLETREE EAST/WEST, WYNDANCE)
  
- 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



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

219-662-2665x301

FAX: 219-663-2431

WEBSITE: [www.winfield.in.gov](http://www.winfield.in.gov)

INSPECTION PHONE LINE: 219-779-9073



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ALL DOCUMENTATION MUST REFLECT WINFIELD, INDIANA 46307

Crown Point is NOT acceptable



Know what's below.  
Call before you dig.

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## COMMERCIAL – REQUIREMENTS

### Design Release

State Construction Design Release if new construction

Forms are online at [www.in.gov](http://www.in.gov)

Click “forms” then “plan review” “download applications”

For assistance with Plan Review Fees, you may call 317-232-6422

### Lakes of Four Seasons Fire Department (LOFS)

A detailed drawing is required for submission to the LOFS Fire Department. After the plan is reviewed, they will inform you of their inspections and fees (which you pay directly to LOFS in advance) and submit the receipt along with the permit package. All fire inspections on commercial construction will be performed by the LOFS fire department.

The rough and final fire inspection reports must be submitted to the Town of Winfield Building Department (pass or fail) prior to any rough or final inspections being performed by the Town of Winfield. It is your responsibility to schedule the fire inspections with the LOFS Fire Department at 219-662-7576.

### Zoning

Obtaining any necessary approvals from the Planning and Zoning Administrator should be completed prior to building permit application being submitted.

### Town Engineer

If Town engineering approval is applicable: DLZ Engineering can be contacted at 219-836-5884

### Surveys

See SURVEY PAGE for requirements of proposed, foundation (spot), and final surveys.

### 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 currently registered contractor(s) in the Town of Winfield. The full name, address, and telephone number(s) of the owner must be reflected on the application. NO P.O. Box addresses will be accepted.

### Floor Plans

No reverse drawings will be accepted for submission.

### Ordinance 151.32(H) Permit Application Fee

A non-refundable administration fee, to cover the cost of processing, said fee shall be in the amount of \$100.00 per permit (Commercial). Said fee shall be credited against the actual building permit cost.

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



## RESIDENTIAL – REQUIREMENTS

**Additions or remodels** – please call the Town of Winfield Building Coordinator to schedule a meeting with the Building Commissioner to decide if a State Construction Design Release is necessary  
219-779-9073

### **Covenants**

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.

### **Processing Application**

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

### **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.

### **Surveys**

See SURVEY PAGE for requirements of proposed, foundation (spot), and final surveys.

### **Floor Plans**

No reverse drawings will be accepted for submission.

### **Ordinance 151.32(H) Permit Application Fee**

A non-refundable administration fee, to cover the cost of processing, said fee shall be in the amount of \$50.00 per permit (Residential). Said fee shall be credited against the actual building permit cost.

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**RESIDENTIAL & COMMERCIAL 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.

**Lake County Health Department**

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. The green card should be submitted to the Town of Winfield upon completion. No Certificate of Occupancy will be issued prior to receipt.

**Construction Plans**

1. Must be detailed and include wall sections
2. Two sets of floor plans/drawings are required.
3. Size: 11x17, to scale
4. If a deck is indicated, it must be drawn, to scale, with dimensions/material information/post spacing and depth (of postholes) and submitted along with the home/commercial property plans.

NO REVERSE DRAWINGS WILL BE ACCEPTED. NOTIFY THE TOWN BUILDING DEPARTMENT PRIOR TO MOVING FORWARD WITH A REVERSE HOME.

**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.

**Site Inspection, first inspection**

The site inspection is the first inspection and must be called for, and approved, prior to the start of any work on the property.

A footprint of the project must be marked properly at this time.

Erosion control measures appropriate to minimize sedimentation, ie., silt fencing, silt tubes, straw mats, and/or possibly a combination of same, depending upon the slope of the affected property. Gravel must be in place on the driveway.

The installation of these measures shall be in place prior to the initial site inspection, so compliance can be ascertained prior to the disturbance of any land and the start of any construction.

No further inspections will be performed until such time that this has been completed.

**CHECKLIST OF REQUIREMENTS TO OBTAIN 'CERTIFICATE OF OCCUPANCY'**

\_\_\_ All required inspections must be passed, including Ordinance 281 (concrete drive) and Ordinance 283 (landscaping) requirements

\_\_\_ Final Energy Certificate information submitted

\_\_\_ Lake County Health Department green card (if applicable)

\_\_\_ Final Survey submitted

After receiving the final survey (as built) and the final building, plumbing, and HVAC inspection has been called in, the Town has 48 hours to complete inspections.

NOTE: if there are any violations to the terms of the permit agreement, possible revocation of the permit may occur. If revocation of the permit occurs, the permit process will start over and a new permit may be denied.

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



## RESIDENTIAL & COMMERCIAL SURVEY REQUIREMENTS (SITE, SPOT & FINAL)

**SITE PLAN REQUIREMENTS** – site plan must be drawn to scale. Submit two copies with application package. Site plan 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 elevations at all lot corners
6. All exterior grades and finished floors of any building(s)
7. Driveway (maximum width 24' at curb and sidewalk), 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
13. All principle buildings within 50' of property line shall be indicated with T/F elevation

**SPOT SURVEY REQUIREMENTS** – Spot survey must reflect the following:

1. Top of foundation
2. Side yards
3. All setbacks – side, rear, and front (from structure)
4. Building lines – both sides, rear, and front – lot width, side to side lot line
5. Lot dimensions
6. Pie style lot: side yard setbacks must be from front and rear of building to sideyard lot line.

No vertical construction on top of new foundations located in subdivisions until a spot survey, by an engineer, has been submitted to the Town of Winfield building department, to be reviewed and approved by the Building Commissioner. No further inspections will be given, until approved.

**FINAL AS-BUILT SURVEY** - shall be drawn to scale and be submitted prior to final inspections for Certificate of Occupancy. The following items must be shown on final survey:

1. Length and width of property, all abutting roads, easements, all structures, including fences, and proposed placement of the new building(s) or improvements
2. Dimensions must be shown, for all buildings, as well as distances to the property lines
3. Top of Foundation and finish floor
  - a. Existing elevations at all:
    - i. Lot corners
    - ii. Exterior grades and finished floors of any buildings
    - iii. Driveway culverts or bridges
  - b. Must show the following:
    - i. Any public streets, curbs, storm drains, on or adjoining the site
    - ii. Any ponds, lakes, streams on or adjoining the site
    - iii. All elevations to be referenced to M.S.L. datum
    - iv. Drainage plan for the flow of water on the property
    - v. Existing and proposed elevations at any structure within 50 feet of the property lines, all lot corners, all exterior grades and driveway culverts
4. Driveway grade (slope percentage), driveway material (concrete), and driveway width

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**PLAN AUTHENTICATION AGREEMENT**

As the person eligible and responsible for obtaining a permit(s) as required in Section 106.3.4.1 of the Indiana Building Code, and based upon information contained within these plans, I certify that these plans are identical to those rereleased for construction by the Indiana Department of Fire and Building Services. I also understand that if it is determined that these plans are not identical, all permits obtained as a result of their submittal may be revoked as stated in Section 105.6 of the Indiana Building Code.

\_\_\_\_\_  
 Permit Address

\_\_\_\_\_  
 Name Printed/Design Professional

\_\_\_\_\_  
 General Contractor

\_\_\_\_\_  
 Authorized Signature/Design Professional

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

State of Indiana )  
 County of Lake ) Seal:  
 )

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

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

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

**\*\*\*The state no longer returns plans; therefore, we now require a notarized letter, from the architect, stating the plans received in our office are exact copies of state released plans.**

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





**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 #: \_\_\_\_\_

Parcel/Tax Key # \_\_\_\_\_ Book/Page \_\_\_\_\_

**Section 2: Permit Type**

New Building      Addition/Remodel      Other type of structure: \_\_\_\_\_

**Section 3: Use**

<b>COMMERCIAL</b>			
<b>COMMERCIAL CONSTRUCTION TYPE</b>		<b>COMMERCIAL TYPE</b>	
New Bldg.		Office	Storage
Addition		Repair	Warehouse
Remodel		Restaurant	
Construction trailer		Retail	
Other		Other	

<b>RESIDENTIAL</b>			
<b>CONSTRUCTION TYPE</b>	<b>RESIDENTIAL</b>		<b>AGRICULTURAL</b>
New Bldg.	One or two Family	Multi Fam.	Barn
Addition	Apartment(s)	Garage/Port	Grain Bin
Remodel	Duplex	Deck/Porch	Silo
Other	Modular	Storage	Stable
	Manuf.	Townhome	Other
	Other		

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**SECTION 4: ESTIMATED COST & BUILDING DATA**



Estimated Construction Costs: \$ \_\_\_\_\_

**Commerical and Residential:**

SIZE OF BUILDING		BASEMENT TYPE	FINISHED BASEMENT	# OF ROOM(S) added
width _____ ft. _____ in.		Crawl _____	YES: _____	Kitchen _____
peak height _____ ft. _____ in.		Partial Crawl _____	NO: _____	Living _____
length _____ ft. _____ in.		Full Basement _____	Living _____ sq. ft.	Dining _____
eaves _____ ft. _____ in.		Partial Basement _____	Storage _____ sq. ft.	Bedrooms _____
Liveable Building sq. ft. _____		Slab _____	<b>CONCRETE PATIO</b>	Bathrooms _____
Basement sq. ft. _____		Other: _____	size _____	Loft _____
Crawl Space sq. ft. _____			covered patio ? _____	Laundry _____
Garage sq. ft. _____			<b>DECK</b>	Office _____
left or right side _____ 2 or 3 car _____		<b>FOOTING TYPE</b>	Yes _____ No _____	Other _____
		Spread _____	Size: _____	<b>TOTAL:</b>
		Trench _____	Noted on Survey? _____	
<b>FOUNDATION DESIGN</b>				
Concrete Block _____				
Poured Concrete _____		<b>SETBACKS</b>	<b>EXTERIOR WALLS</b>	
Slab _____		FRONT _____	Masonry Bearing _____	
Other _____		REAR _____	Wood Frame/Siding _____	
		Right Side _____	Structural Steel _____	
		Left Side _____	Brick/Stone Veneer _____	
<b>ELECTRICAL SERVICE</b>			Other: _____	
# Wire _____		<b>FIREPLACE</b>	Front _____ Accent _____	
# Phase _____		# of _____ None _____	Whole Wall _____	
# AMP _____		Masonry _____		<b>WATER SUPPLY</b>
Perm. Service _____		Mechanical _____		Meter Size: 5/8"; 3/4"; 1"; 1 1/4"; 1 1/2"; 2"; 3"; 4"; 6"; 8"
Temp. Service _____		Wood Burning _____		Central System _____
		(Include brochure/specs of fireplace)		Well: _____ Health Dept. approval _____
				<b>SEWER SYSTEM</b>
<b>INSULATION</b>				Sanitary Sewer _____
R-Value Attic: _____; Blown-In Batts _____				Septic System _____ (need to submit Lake County Health Dept. details and Green Card when complete)
R-Value Walls: _____ R-Value Floor _____				
		Inside _____		<b>HEATING SYSTEM</b>
R-Value Foundation: _____		Outside _____		Electric _____ Gas _____ Oil _____
				GEO _____ A/C _____
				Radiant Heating: _____
				Location thereof ^ _____
<b>EXTERIOR : SIDING COLOR:</b> _____		<b>BRICK COLOR:</b> _____		

**COMMERCIAL SPECIFIC:**

<b>Off-Street Parking:</b>	# Handicapped Parking Spaces _____	<b>Mechanical:</b>
	# General Parking Spaces _____	
	# Indoor Parking Spaces _____	
	Elevator: _____	
	Other: _____	

\*WILL NEED TO SUBMIT ELEVATOR CERTIFICATE FROM STATE WHEN COMPLETE

**SECTION 5: LOT INFORMATION**

Lot size: \_\_\_\_\_ -or- Sq. ft. \_\_\_\_\_ or Acreage \_\_\_\_\_

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

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



**Section 6: Contractor List**

**All contractors must have a valid Town of Winfield registration prior to submission.  
Please ensure that your subcontractors have a current registration and updated documents filed.**

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 Sub-Contractor Affidavit.

If a General Contractor is changed, the owner or developer 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](http://www.winfield.in.gov) "forms" "building department"

**All trades noted with the asterisk (\*) are required to complete an affidavit for submission of a Building Permit application to be accepted for review.**

<b>REG. #</b>	<b>TRADE</b>	<b>COMPANY</b>	<b>PHONE</b>
	*GENERAL		
	*ELECTRICIAN		
	*PLUMBER		
	*MECHANICAL/HVAC		
	*CARPENTRY		
	*CARPENTRY (TRIM)		
	*CONCRETE		
	*EXCAVATOR		
	CRANE OP (N/I EXCAVATING)		
	DRAINAGE		
	DRYWALL		
	FIREPLACE		
	GARAGE DOOR(S)		
	INSULATION		
	LANDSCAPING		
	MASONRY		
	PAINTING		
	ROOFING		
	SEWER/WATER		
	SIDING/SOFFIT/FASCIA		
	STEEL FABRICATOR		
	GUTTERS		
	FLOORING		
	WINDOWS/GLAZING		
	OTHER		
	OTHER		

**ALL SECTIONS OF THIS APPLICATION, ORIGINAL DOCUMENTATION AND REQUIREMENTS, IN ITS ENTIRETY, MUST BE MET/COMPLETED, OR IT WILL NOT BE ACCEPTED FOR REVIEW**

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



**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 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 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 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 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 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 8: SUBCONTRACTOR AFFIDAVIT**

(please complete one for each trade on site)

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COUNTY OF LAKE )  
                                  )

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

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

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

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

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



**SECTION 8: SUBCONTRACTOR AFFIDAVIT**

(please complete one for each trade on site)

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

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

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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 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:

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- 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 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**

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- 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'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: \_\_\_\_\_

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 10: 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)

**Site Inspection, first inspection**

The site inspection is the first inspection and must be called for, and approved, prior to the start of any work on the property.

A footprint of the project must be marked properly at this time.

Erosion control measures appropriate to minimize sedimentation, ie., silt fencing, silt tubes, straw mats, and/or possibly a combination of same, depending upon the slope of the affected property. Gravel must be in place on the driveway.

The installation of these measures shall be in place prior to the initial site inspection, so that compliance can be ascertained prior to the disturbance of any land and the start of any construction.

No further inspections will be performed until such time that this has been completed.

**Inspections/Re-Inspects**

The inspector has up to 48 hours once an inspection is called in to complete said inspection. Appointments are NOT 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

**Pre-poured Wall/Wall Caps**

Inspection(s) must be called in for pre-poured walls/wall cap(s).

**Electrical Code**

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

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





**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 constructions 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)

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 10: Commercial and/or Residential – Ordinance Procedure Requirements, page 3**

**Survey Requirements:**

See survey page for complete requirements

Site Plan – submit with permit application

Spot Survey (aka Foundation) – must be approved by Building Department prior to vertical construction

Final Survey – submit prior to final (framing, plumbing, and mechanical) inspections

Drainage Plan – must reflect the following:

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

**Septic/Well:**

Submit application from Lake County Health Department, if applicable to your property. Lake County Health Department green card must be submitted prior to Certificate of Occupancy being issued.

**Energy Code Certificate:**

2009 International Energy Conservation Code

Submit Residential/Commercial energy initial analysis report along with permit application.

Submit final air leakage report certificate prior to obtaining final (framing, plumbing, and mechanical) inspections.

The certificate must reflect the address, lot number, and Winfield IN 46307

**CHECKLIST OF REQUIREMENTS TO OBTAIN ‘CERTIFICATE OF OCCUPANCY’**

\_\_\_\_\_ All required inspections must be passed, including Ordinance 281 (concrete drive) and Ordinance 283 (landscaping) requirements

\_\_\_\_\_ Final Energy Certificate information submitted

\_\_\_\_\_ Lake County Health Department green card (if applicable)

\_\_\_\_\_ Final Survey

After receiving the final survey (as built); the Town has 48 hours to complete inspections, once it has been called in.

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

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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: AGREEMENT AFFIDAVIT – PROPERTY OWNER/BUSINESS 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 12: Engineering Fee Notification**

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

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