



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:
 - o SEPTIC FIELD APPLICATION, SURVEY SIGNED OFF BY LAKE COUNTY HEALTH DEPARTMENT
 - o 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:
 - o SEPTIC FIELD APPLICATION, SURVEY SIGNED OFF BY LAKE COUNTY HEALTH DEPARTMENT
 - o 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:
 - o SEPTIC FIELD APPLICATION, SURVEY SIGNED OFF BY LAKE COUNTY HEALTH DEPARTMENT
 - o 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.**



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

Phone: 219.662.2665x301
Fax: 219.663.2431
Website: www.winfieldgov.com





Ordinance 150.22 Permit Expiration

(C) Accessory Structures. Pool, deck, fence, shed (400 square feet or less) 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.**

DECK PLAN OR MATERIAL LIST

Detailed drawing/sketch of the deck, including material used (if homeowner is building)

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



DECK PERMIT APPLICATION

SECTION 1: PROPERTY/OWNER INFORMATION

JOB ADDRESS: _____ Winfield IN 46307 LOT # _____

SUBDIVISION NAME: _____ ZONING: _____

OWNER NAME: _____

OWNER PHONE #: _____

LEGAL DESCRIPTION OF PROPERTY: _____

RECORDED BOOK AND PAGE:

PARCEL I.D. #: _____ / _____

SECTION 2: PROJECT DATA

TYPE: DECK MATERIAL: _____ Residential or Commercial

SIZE OF DECK: width _____ length _____ height _____ post hole depth _____ Total Sq. Footage: _____

SETBACKS: front _____ rear _____ right side _____ left side _____

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

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: 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)
) SS:
COUNTY OF LAKE)
)

General Printed Name

General Signature

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)
) SS:
COUNTY OF LAKE)
)

Homeowner Printed Name

Homeowner Signature

SEAL:

NOTARY SIGNATURE: _____

RESIDENT OF COUNTY OF: _____ STATE OF _____

My Commission Expires: _____