

The Permit Process

The Community Development & Planning Department issues the following types of permits within the city limits of Jasper and the two-mile jurisdictional area of the Jasper Plan Commission.

- Improvement Location Permits (building)
- Fence Permits
- Pool Permits
- Sign Permits
- Grading/Land Disturbance Permits
- Demolition Permits

The office is located on the second floor of the Jasper City Hall at 610 Main Street. Office hours are Monday through Friday, 7:30 am to 4:00 pm.

REVIEW TIME

The Community Development & Planning Department requires seven (7) business days after ALL required forms and drawings have been submitted to review permit applications. Please allow the necessary time when scheduling your project.

APPROVAL

Upon successful review of all project issues, the Department will issue a permit for the work with the appropriate job-site placards. Work on the project may not begin until the approval has been granted.



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Visit JasperIndiana.gov to review the complete
Unified Development Ordinance, Municipal Code, Title 16.

The Permit Process

Why do I need to apply for a permit?

Zoning Compliance: First check that the property and the project both comply with the applicable zoning rules (land use).

Some typical issues are:

Land Use: Only those uses allowed as described under the City of Jasper's Unified Development Ordinance are allowed within each zoning district.

Set-Backs: All set-backs for the primary and accessory use buildings must conform to the requirements of the City of Jasper's Unified Development Ordinance.

Building Height: The maximum height of the building may not exceed those allowed by the City of Jasper's Unified Development Ordinance.

Signage: All signage must conform to the size and height requirements as defined by the City of Jasper's Unified Development Ordinance.

STEPS TO COMPLETE:

- Obtain appropriate permit application either in person or online for the proposed project.
- Complete permit application and all required information.
- Stake/flag area to be constructed on property before submitting completed application.
- Submit completed application to the Community Development/Planning Department. Work on the project may not begin until the permit approval has been granted.
- Staff will conduct a site visit to verify application information.
- Permit is issued for the project with the appropriate job-site placard.
- Staff conducts a post construction site visit to verify project. If discrepancies are found, owner will be notified.

Types of Permits

Improvement Location Permit

Otherwise known locally as a **building permit**, this form is required for all construction projects including residential, commercial, industrial, and institutional. An improvement location permit is required for new construction or a remodel if the footprint of an existing building or structure is expanded. Permits are required for work done inside the city limits of Jasper as well as within the two-mile jurisdictional area of the Jasper Plan Commission. Types of construction requiring a permit:

- Any structural project-new or expansion
- Accessory structures such as detached garages and storage sheds of any size
- Sunrooms or Pergolas
- Swimming Pools

Fence Permit

This form is required for all types of fences. Fences may not be placed on a City or Utility easement.

Pool Permit

A permit is required for above-ground and in-ground pools if over 36" of water depth. A fence permit is also required with this permit.

Sign Permit

Permits are required for permanent and temporary signs. Separate forms are available for each. The City of Jasper's municipal code contains a section that provides for the Limitations on Signs.

Grading/Land Disturbance Permit

A permit is required for any development that disturb between a half (1/2) acre to an acre (1) of land.

Demolition Permit

A permit is required for any demolition or partial demolition of any building or structure.

TIPS

- The permitting process will move along more efficiently with properly prepared plans.
- Requesting the latest submittal requirements for each type of project is a good idea.
- If you have questions, concerns or need help, visit or call the staff in the Community Development & Planning Department.