



Community Development & Planning
City of Jasper
 610 Main Street | PO Box 29
 Jasper, IN 47547-0029
 (812) 482-4255 | Fax (812) 482-7852
 www.jasperindiana.gov



IMPROVEMENT LOCATION PERMIT APPLICATION

APPLICANT INFORMATION			
OWNER NAME:		CONTACT NAME:	
PHONE:		EMAIL ADDRESS:	
LOCATION ADDRESS:			
LEGAL DESCRIPTION:			Approximate Cost:
Present Use of Property:	Lot/Property Size:	Flood Hazard Area: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Proposed Use of Structure:	Proposed Structure Size (SqFt):	Living Area Size (SqFt):	
Proposed Structure Height (Ft):	Number of Stories:	Number of Bedrooms:	Number of Bathrooms:
Structure Material (wood, brick, vinyl, metal, etc.):	No. of Parking Spaces:	Primary Structure Height (Ft):	

Type of Work: <input type="checkbox"/> New Structure <input type="checkbox"/> Addition <input type="checkbox"/> Accessory Structure Location of Work: <input type="checkbox"/> Inside City Limits <input type="checkbox"/> Outside City Limits	Residential: <input type="checkbox"/> Single Family <input type="checkbox"/> Duplex <input type="checkbox"/> Fourplex <input type="checkbox"/> Apartment Bldg	Non-Residential: <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Government <input type="checkbox"/> Institutional	<u>CONTRACTORS</u> General: _____ Phone: _____ Electric: _____ Phone: _____ Plumbing: _____ Phone: _____ Gas: _____ Phone: _____
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UTILITY INFORMATION: Please complete below if you need new service.	If no new service is needed, please check here: <input type="checkbox"/>
ELECTRIC: <input type="checkbox"/> City of Jasper <input type="checkbox"/> REMC Service Amps: _____ Voltage: _____ <input type="checkbox"/> Single Phase <input type="checkbox"/> 3-Phase / 3 Wire <input type="checkbox"/> 3 Phase / 4 Wire	
WATER: <input type="checkbox"/> City of Jasper <input type="checkbox"/> Private <input type="checkbox"/> Other: _____ Size of Service and Meter: _____ No. of private Fire Hydrants: _____ Sprinkler System: <input type="checkbox"/> NO <input type="checkbox"/> YES	
WASTEWATER: <input type="checkbox"/> City of Jasper <input type="checkbox"/> Ireland Conservancy <input type="checkbox"/> Private – *Attach Approved County Septic Permit* Size of Service: _____ No. of Drains: _____ No. of Grease Traps: _____ Garbage Grinder: <input type="checkbox"/> NO <input type="checkbox"/> YES Sump Pump: <input type="checkbox"/> NO <input type="checkbox"/> YES Where will the discharge go? _____ <small>*We recommend the installation of a CHECK FLAP VALVE on service lateral.*</small>	
NATURAL GAS: <input type="checkbox"/> City of Jasper <input type="checkbox"/> Other: _____ Size of Service: _____ BTU's	

Owner's Certificate: *I certify the information included in this permit application to be true and correct; that it is compliant with requirements of any plat for this real estate, and that I shall comply with and be subject to any and all applicable laws and ordinances as it relates to this project.*

Applicant's Signature: _____ Date: _____

FOR OFFICE USE ONLY		
Property Zoning	Permit Fee	Permit Number
Approval by: Administrator		Approval Date

SITE PLAN

SITE PLAN SHOULD INCLUDE LOT SIZE, ALL SET BACK DISTANCES, STREET NAMES, AND IMPROVEMENT DIMENSIONS.

(May attach a separate Site Plan)

No Building materials, supplies, or equipment shall be stored or placed on any thoroughfare. No construction debris, excavation dirt/refuse, or any other materials/substances emanating from this construction site shall be permitted to remain overnight on any public thoroughfare, and shall be cleaned and cleared from the thoroughfare, at the end of each workday. No structure, temporary or permanent, shall be constructed on any City or Utility easement.

CHECKLIST

The above or attached Site Plan must include the following information. Please check each box accordingly as you complete.

- Lot size dimensions in feet
- Structure dimensions in feet
- Outline of the footprint of proposed structure and existing structures
- Measurements in feet between proposed structures and property line on ALL four sides
- Location and dimensions of easements and driveway
- Street names
- Arrow pointing in the north direction

Property corners and proposed structure(s) must be staked/marked on your property

COMPLETING YOUR PERMIT

Simple Steps to Ensure an Accurate Application

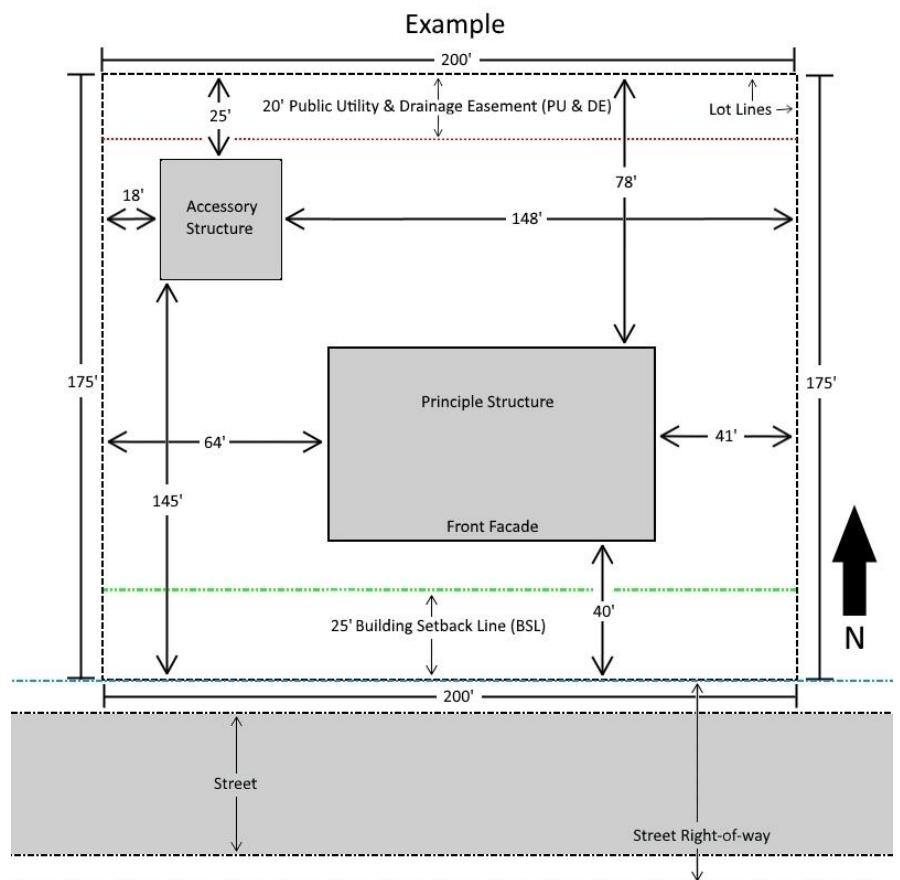
1. Fill Out the Permit with ALL Required Information.
2. Know Your Property Lines. If unsure, refer to your PLAT or DEED for your property. Understand the terms below and how they affect your property: easements, rights-of-way, setbacks.
3. Include Setback Measurements from ALL sides of the new structure from its furthest point to your property lines. See example drawing below. Setbacks are based on the zoning for your property.
4. Call us, Community Development and Planning Department, with questions: 812.482.4255.

SITE PLAN

A site plan is a "scaled" drawing that shows an overhead view of your lot indicating existing and proposed structures.

Please include these requirements for your site plan:

- Lot size and structure dimensions
- Footprint of proposed and existing structures
- Dimension distances between proposed structures and property line on ALL four sides
- Location and dimensions of easements and driveway
- Street names
- Arrow pointing in the north direction



Understanding These Terms:

Right-of-Way Line is the limit of publicly owned land encompassing a Public Way.

Building Setback Line (BSL) is the distance which a *building* or other structure is set back from a street or road as identified on the Plat of the Subdivision or outlined in the zoning ordinance.

Public Utility & Drainage Easement (PU & DE) allows utility companies or government agencies the right to use the area. The property owner must keep the land maintained; including making sure the easement retains the same slope for drainage. No structures of any type, such as a portable lawn shed, swing set, fence, or landscaping, even temporarily, are permitted in this area. *Easements can be located along any property line.*

QUESTIONS ABOUT COMPLETING YOUR PERMIT? Call 812.482.4255 Email: planningtech@jasperindiana.gov