

**DO NOT BURN AT  
CONSTRUCTION SITES  
326IAC4-1/ICI3-30-4-1  
\$25,000 FINE PER DAY**

**APPLICATION FOR PERMIT**

Permit # \_\_\_\_\_  
State Design Release # \_\_\_\_\_

Authority of the Brook Plan Commission  
Building Commissioner, Town of Brook

Brook Building Commissioner  
112 W. Main St  
P.O. Box 182  
Brook, IN 47922

Phone: (219) 275-6181  
Fax: (219) 275-4932  
Email: brooktownhall@gmail.com  
Web: [www.brookindiana.com](http://www.brookindiana.com)

**P E R M I T**  
TYPE  
\_\_\_\_\_ Conventional \_\_\_\_\_ Commercial  
\_\_\_\_\_ Manufactured \_\_\_\_\_ Accessory  
\_\_\_\_\_ Mobile Home \_\_\_\_\_ Garage  
\_\_\_\_\_ Multi-Family \_\_\_\_\_ P.barn  
\_\_\_\_\_ Remodel \_\_\_\_\_ Electric  
\_\_\_\_\_ Addition \_\_\_\_\_ Pool  
\_\_\_\_\_ Demolition \_\_\_\_\_ Sign

**DATA**  
Manufacturer \_\_\_\_\_  
Model Name \_\_\_\_\_  
Model Year \_\_\_\_\_  
Serial number \_\_\_\_\_  
Amps \_\_\_\_\_ Temp \_\_\_\_\_ Permanent \_\_\_\_\_  
Filter Type \_\_\_\_\_ Fenced Area \_\_\_\_\_

**O W N E R**  
Name of Applicant \_\_\_\_\_ Date of Application \_\_\_\_\_  
Address \_\_\_\_\_ Home Phone \_\_\_\_\_  
\_\_\_\_\_ Work Phone \_\_\_\_\_  
Owner of Real Estate \_\_\_\_\_ Cell Phone \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_

**P R O P E R T Y**  
I N F O  
Legal Description of Property \_\_\_\_\_  
\_\_\_\_\_ Parcel ID # \_\_\_\_\_ Tax ID # \_\_\_\_\_  
Flood Plain: YES \_\_\_\_\_ NO \_\_\_\_\_ Zoning \_\_\_\_\_ Township \_\_\_\_\_  
Type of Structure \_\_\_\_\_ Proposed Use \_\_\_\_\_  
Location Directions \_\_\_\_\_  
\_\_\_\_\_

**B U I L D I N G**  
S E T B A C K  
Setback: Front \_\_\_\_\_ Side \_\_\_\_\_ Side \_\_\_\_\_ Rear \_\_\_\_\_ Other Structures \_\_\_\_\_  
Building: Width \_\_\_\_\_ Length \_\_\_\_\_ Height \_\_\_\_\_ Square Feet \_\_\_\_\_  
Footing: Depth \_\_\_\_\_ X \_\_\_\_\_ Width \_\_\_\_\_ Chimney Information \_\_\_\_\_  
Foundation: Type \_\_\_\_\_ Width \_\_\_\_\_ Engineered Trusses \_\_\_\_\_ "O.C. or  
Floor Joist: \_\_\_\_\_ X \_\_\_\_\_ "O.C. Rafters \_\_\_\_\_ X \_\_\_\_\_ "O.C.  
Exterior Walls \_\_\_\_\_ X \_\_\_\_\_ "O.C. Ridge Beam \_\_\_\_\_ X \_\_\_\_\_  
Exterior Sheeting \_\_\_\_\_ Exterior Siding \_\_\_\_\_ Roof Type: Sheeting \_\_\_\_\_ #Paper \_\_\_\_\_  
Interior Walls \_\_\_\_\_ X \_\_\_\_\_ "O.C. Shingle Type \_\_\_\_\_ Ins. Type \_\_\_\_\_ R-Value \_\_\_\_\_  
Insulation Type \_\_\_\_\_ R-Value \_\_\_\_\_ Septic Permit # \_\_\_\_\_ Well Permit # \_\_\_\_\_  
New Construction Cost \$ \_\_\_\_\_ S.H.W.T \_\_\_\_\_ Driveway \_\_\_\_\_

|                                       | COMPANY NAME     | PHONE # | REGISTRATION # |
|---------------------------------------|------------------|---------|----------------|
| <b>C O N T R A C T O R</b><br>I N F O | General _____    | _____   | _____          |
|                                       | Electrical _____ | _____   | _____          |
|                                       | Plumbing _____   | _____   | _____          |
|                                       | Mechanical _____ | _____   | _____          |
|                                       | Excavation _____ | _____   | _____          |
|                                       | Concrete _____   | _____   | _____          |
|                                       | Carpentry _____  | _____   | _____          |
|                                       | Roofing _____    | _____   | _____          |
|                                       | Insulation _____ | _____   | _____          |
|                                       | Drywall _____    | _____   | _____          |
|                                       | Masonry _____    | _____   | _____          |
|                                       | Painting _____   | _____   | _____          |
|                                       | Gutters _____    | _____   | _____          |
| Other _____                           | _____            | _____   |                |

**THE APPLICANT ACKNOWLEDGES THAT THE INFORMATION CONTAINED ON THE BACK OF THIS FORM IS PART OF THIS APPLICATION AND THAT THE APPLICANT IS BOUND BY SAID INFORMATION.**

Applicant's Signature \_\_\_\_\_

Approved By \_\_\_\_\_

Received Permit Fee \$ \_\_\_\_\_ Date \_\_\_\_\_

Clerk/Treasurer, Town of Brook \_\_\_\_\_

## SUBMITTAL REQUIREMENTS

### THE FOLLOWING STEPS NEED TO BE COMPLETED TO OBTAIN A BUILDING PERMIT

1. Driveway permit from Newton County Highway Department (219)285-2595 IN THE TWO
2. Septic & Well permits from Newton county Health Department 219)285-2052 MILE LIMIT
3. Completed Building Permit Application (219) 275-6181
4. Plat of Survey and/or site plan showing the following:
  - A. Lot Dimensions
  - B. Location and dimensions of all improvements
  - C. Setbacks from all property lines, septic, and structures
5. Building Prints/Plans
  - A. Footing & Foundation
  - B. Floor Plans
  - C. Cross Section

### INSPECTION SCHEDULE

*THE OWNER OF PERMIT IS REQUIRED TO NOTIFY THE BUILDING COMMISSIONER DURING WORKING HOURS, AT LEAST 24 HOURS IN ADVANCE, WHEN CONSTRUCTION IS READY FOR INSPECTION*

1. Footing pre-pour (prior to concrete)
2. Foundation (prior to backfill)
3. Rough-in (prior to insulation)
4. Insulation (prior to wallboard)
5. Final (prior to occupancy)

*INSPECTION OF WORK FOUND TO BE INCOMPLETE OR NOT READY FOR INSPECTION IS SUBJECT TO AN ASSESSMENT OF A RE-INSPECTION FEE OF \$15.00*

### BUILDING PERMIT FEES

*RESIDENTAL PERMITS ARE FIGURED AT 10 CENTS PER SQUARE FOOT. COMMERCIAL PERMITS ARE FIGURED AT 40 CENTS PER SQUARE FOOT. MINIMUMS AND MAXIMUMS AS NOTED BELOW*

| <u>TYPE</u>            | <u>MINIMUM</u> | <u>MAXIMUM</u> |
|------------------------|----------------|----------------|
| Single Family Dwelling | \$100.00       | \$200.00       |
| Multi Family Dwelling  | \$150.00       | \$200.00       |
| Manufactured           | \$75.00        | \$200.00       |
| Mobile Home            | \$75.00        | \$200.00       |
| Addition/Remodel       | \$50.00        | \$100.00       |
| Garage/Post Frame      | \$50.00        | \$100.00       |
| Accessory              | \$50.00        | \$100.00       |
| Commercial             | \$100.00       | \$200.00       |

### PERMIT & PETITION FEES

|                             |          |
|-----------------------------|----------|
| Electric                    | \$15.00  |
| Swimming Pools              | \$50.00  |
| Signs (larger than 4 sq ft) | \$20.00  |
| Change of Land Use          | \$100.00 |
| Variance                    | \$50.00  |
| Special Exception           | \$50.00  |
| Subdivision                 | \$200.00 |
| Minor Subdivision           | \$100.00 |

**Applicant represents that all details of the proposed structure will comply in all respects with minimum requirements as provided in the building and zoning ordinances of the Town of Brook, Newton County Indiana, and of the State Building code of the State of Indiana. Applicant acknowledges and agrees that any violation of the ordinances or state law with respect to building or zoning, as well as failure to abide by the terms of this application, will result in legal action by the building commissioner. The applicant further acknowledges and agrees that any such legal action required on behalf of the Brook Building Commissioner will be at the expense of the applicant including but not limited to, court costs and attorney fees.**