

BEFORE YOU APPLY GUIDE FOR A RESIDENTIAL OR COMMERCIAL BUILDING PERMIT

**City of Salem Building, Planning & Zoning Department
201 E. Market St., Suite 104
Salem, IN 47167**

**Telephone (812) 883-5060...Fax (812) 883-5260
Bring these items when you apply for a permit:**

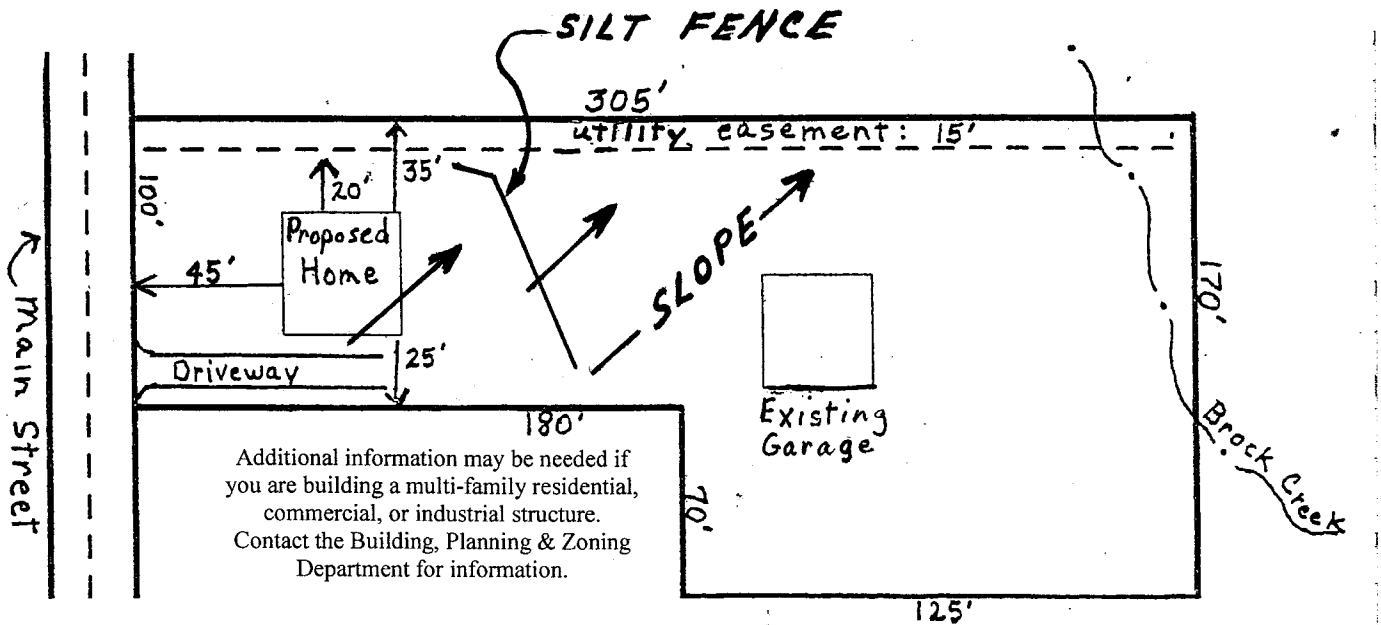
RECORDED DEED Per City of Salem-Code of Ordinances Chapter 150.16(B) (copy) or **RECORDED LAND CONTRACT**, if not the fee simple owner of property. This document must carry the stamp of the Washington County Recorder. Copies of deeds are available in the Washington County Recorder's Office, County Courthouse, 99 Public Square, Salem, IN, (812) 883-4001.

SITE PLAN Per City of Salem-Code of Ordinances Chapter 150.16(B) This document must clearly illustrate all property lines and streets, the location of all existing and proposed structures and the location of existing and proposed driveways, access, and utility easements. In addition, this diagram must clearly show the distances from the proposed structure to each property line and to the right-of-way and/or the centerline of the road. This document must also show the ground slope, indicated by directional arrows for flow. Include plans to show containment of erosion to site. After review of site plans and/or site, an Erosion Permit may be required per City of Salem Code of Ordinances Chapter 151.16. Include also the distances to the septic system. **IF A SITE PLAN IS SUBMITTED WITHOUT THE REQUIRED INFORMATION CLEARLY SHOWN, A BUILDING PERMIT MAY BE DELAYED UNTIL THE INFORMATION IS PROVIDED.**

Site Plan Illustration

An accurate, clearly drawn site plan will speed the processing of your permit application. The illustration below is an example of what you need to prepare. Your drawing **MUST** include:

- all property lines, with dimensions
- driveways, road or access easements that border or run through the property
- all utility easements
- all structures on the property that currently exist or are proposed
- setback distances for the PROPOSED structure, measured from property lines and easements
- streams, rivers, creeks, ponds, wetlands, caves, sinkholes, drainage swales
- ground slope elevations indicated with directional flow arrows
- location of any private septic system



TWO SETS OF BUILDING PLANS The plans must include a plan for each floor, specifying the dimensions, windows and door sizes, use of each room, an electrical diagram specifying the location of the service entrance, a plumbing layout, and a mechanical diagram showing location of the furnace, water heater, fuel storage tanks, etc. Foundation plan showing footer and foundation sizes, depths, steel and drainage. Minimum of two elevation views. Sections views, as needed, to reflect structural detail. **FOR COMMERCIAL PROJECTS**, one set of plans which are exact to the plans submitted to the Indiana Department of Fire & Building Services – Plan Review Division for project release, and also a copy of the Plan Release from the State. One set of plans will be retained by the Building Department, the other set of plans will be stamped. **NOTE: For residential or commercial projects, the stamped set of plans shall remain on site during construction per City of Salem Code of Ordinances, Chapter 150.18(B)(3).**

APPLICATION FORM Available in our office, City of Salem Building Department, 201 E. Market St., Suite 104, Salem, IN, (812) 883-5060. You may also Download the Form by [Clicking Here](#). This application may be completed prior to, or at the time of application for permit.

Before you apply...

Please contact the Building Department **before** you proceed with your construction project; special conditions or requirements may apply. In some instances, you may need to obtain approval from the City of Salem Board of Zoning Appeals or the City of Salem Plan Commission before any permits can be issued. If *Board* approval is required, the Building Department will provide you with the application and a checklist to assist you in the process.

When you apply...

Your site plan will be reviewed by the Building Department personnel. To avoid delay, please provide them with all required information and the DETAILED site plan. If your site plan meets the minimum requirements, it will be reviewed and approved quickly.

SEPTIC PERMIT, if not on city sanitary sewer. Septic permits are available from the Washington County Health Department, 806 Martinsville Rd., Suite 100, Salem, IN, (812) 883-5603. City of Salem sanitary sewer connection fees are paid in the City of Salem Building Department. Water meter connection fee is also collected in the Building Department.

DRIVEWAY PERMITS (copy) Permits for driveways accessing **County** roads are available from the Washington County Highway Department, 600 Anson St., Salem, IN, (812) 883-3538. Permits for driveways accessing **State** roads are available from the Indiana Department of Transportation, Fall City Sub District – New Unit, 2113 Grantline Rd., New Albany, IN, (812) 945-4603.

ADDRESS Your property address may be obtained, if not in Salem city limits, at the Washington County Highway Department, 600 Anson St., Salem, IN, (812) 883-4962, if in the Salem city limits at the City of Salem Building Department, 201 E. Market St., Suite 104, Salem, IN, (812) 883-5060. Address must be obtained before a permit is issued.

PAYMENT, Cash, Check or Money Order: if your project requires connections to the City of Salem water and sanitary sewer, you'll need to supply three checks or money orders; if your project is not on City of Salem sanitary sewer, but on Salem water, two checks or money orders are needed; if your project is not on either of the City of Salem's utilities, one check or money order is needed.

This document is not inclusive. Any and all City of Salem Ordinances and Indiana State Building Codes will prevail. This instrument is a guide to assist you in preparing for your construction project.