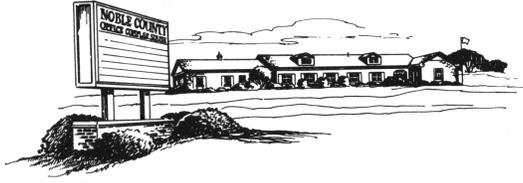


# NOBLE COUNTY BUILDING DEPARTMENT



2090 N. State Road 9, Suite A  
Albion, Indiana 46701  
Phone: (260) 636-2215  
Fax: (260) 636-6957

## ITEMS NEEDED TO OBTAIN A BUILDING PERMIT:

1. A **Recorded Deed** (if recently purchased) describing the property on which the permit is being obtained for. This is required for the ILP, Drainage Check, Septic Permit, Driveway Permit & Building Permit.
2. **Approval** from the Noble County Plan Commission **636-7217**. \$30.00 Improvement Location Permit may apply.
  - a. on the parcel of ground proposed for building — Concerning size, width, setbacks, etc.
  - b. **Recorded Agricultural Clause Form**: Completed by the Noble County Plan Commission. Recording fee of \$11.00. If paying by check, make payable to the Noble County Recorder.
3. A **Drainage Check** from the Noble County Surveyor's Office **636-2131**, certifying the improvements, including septic system, driveway and structures, are not located within 75' from a county regulated drain and compliance with County Storm Drainage and Erosion Control Ordinance.
4. **Open Loop Geo-thermal**. Open Loop Geo-thermal requires approval from the Surveyor's Office.
5. A **Septic Permit or Clearance Letter** from the Noble County Health Department **636-2191** — which must be presented upon application or a **Letter** from your Sewer District verifying there is a sewer tap available for your property, whichever applies.
6. A **Driveway Permit**. This permit must be presented upon application. Please contact applicable department to make sure you have the proper paperwork prior to applying for driveway permit.

Noble County Highway Department: **636-2124**

  - a. Need Drainage Form from Surveyor's Office
  - b. Need Survey (preferred) **or** copy of Tax Map. Tax Map can be obtained from the Surveyor's Office.

Indiana State Department of Transportation: **484-9541** (ask for Permit Dept. - they will let you know what they require to obtain a driveway permit.)
7. **Approved Plans** of the proposed structure, including **foundation drawings**.
8. Comply with **Indiana Energy Conservation Code (IECC)** requirements – effective April 5, 2012. **(See Back)**
9. A **Survey of the Property**, if it is a new division of land. (Although all surveys are welcome and helpful!)
10. **Site Plan**. Please have a site plan available.

### Floodplain:

When applying for the permit, the Noble County Building Department will check the property for special **Flood Hazard Areas**. If the property lies within a Zone A, and is prone to 100-year flooding, elevation of the home/structure and certificates from surveyors, engineers or architects will be required prior to obtaining a permit. (including low & high adjacent grade elevations)

### How Building Permit fees are charged:

Building Department Fees are **.08 cents** per sq. ft. of living area, **.04 cents** per sq. ft. of non-living area (the only time this will apply is if you have an unfinished basement. If it is a finished basement, it will be considered living area), **\$35.00** for each garage, deck, covered or screened porch, pole building (personal use), accessory building, electrical or plumbing improvements, etc., **(.02 cents** per sq. ft. for Agricultural Use Structures and **\$35.00** for a grain bin. Contact us for other fees not listed.

**The Noble County Building Dept. can only accept cash or checks.**

 **ALWAYS CALL BEFORE DIGGING! — “811”** 

**Energy Certification (Insulation Requirements):**

**New Homes** A letter is required from Third Party Company stating they are doing the Energy Certification for (property owners name and location of proposed home):

1. Third Party Variations:
  - a. Energy Diagnostics  
Attn: Jerry Thatcher  
219-464-4457
  - b. Cornerstone Energy Conservation Services  
Attn: Travis Hughes  
2427 West Main Street  
Fort Wayne, IN  
260-410-1027  
email: Travis.Hughes@installed.net
2. Rescheck: (2009-IECC Code)
  - a. Software download for desktop:  
www.energycodes.gov/rescheck
  - b. Web Application:  
<https://energycode.pnl.gov/REScheckWeb/>

**Home Additions or Remodels:**

1. Third Party Variations (see above)
2. Rescheck (see above)
3. Prescriptive:
  - a. Basements or Foundations  
R-10 — 2 inch foam or interior batts
  - b. Exterior walls:  
R-21 — 5 ½ batts or 3 ½ batts with 1 inch foam
  - c. Attics:  
R-38 — batts or at least 12 inches of cellulose
  - d. Ductwork (unconditioned space)  
R-8 minimum