

General Permit Procedures

Shelby County Plan Commission
25 West Polk Street, Room 201
Shelbyville, Indiana 46176
(317) 392-6338

Planning Director
Desiree Calderella

Permit Application Process:

1. Prepare a plot plan showing:
 - a. General layout of property (include lot size)
 - b. Location of existing home on the site
 - c. Location of proposed construction
 - i. Indicate setbacks from all property lines
 - ii. Indicate distances from septic system and well
 - iii. Indicate height of structure
2. Visit the Shelby County Health Department (1600 E. St. Rd. 44, Shelbyville) to receive their approval.
3. Visit the Shelby County Courthouse Annex (25 W. Polk St., Room 201) to obtain an improvement location permit. Also obtain a building permit, plumbing permit, and electrical permit when applicable.

4. 24 HOUR NOTICE IS REQUIRED FOR ALL INSPECTIONS

General Information Regarding Permits:

1. No structure (including foundations) shall be located, erected, constructed, reconstructed, moved, altered, converted, enlarged or used until permits and certificates required by the Unified Development Ordinance have been lawfully issued.
2. New dwellings require site plan approval prior to application for an improvement location permit. Refer to the New Residential Dwelling Construction Packet.
3. All construction in Flood Hazard Areas requires a Floodplain Development Permit.
4. Permit Exemptions
 - a. Structures under 200 sq. ft. and not on a permanent foundation and not attached to a dwelling (all structures on a permanent foundation, regardless of size, require a permit. Concrete and slabs also require a permit regardless of size).
 - b. Landscaping, stone edging, pavers, playsets, flag poles, and other yard decorations.
5. Building Permit Exemptions

- a. Structures used *only* for agricultural purposes, and located *only* in agricultural zoning districts, and which *do not* have electrical or plumbing require an improvement location permit but do not require a building permit or inspections. The property owner may voluntarily apply for a building permit to ensure that the structure complies with all applicable building codes.
 - b. Installation of plumbing in existing structures only requires a plumbing permit.
 - c. Electrical upgrades and installations to existing structures only require an electrical permit. Refer to the electrical permit application.
6. General Contractors (unless the property owner is acting as general contractor) and Plumbing Contractors (unless property owner is installing plumbing in a structure *they will reside in*) must be registered with the County. If the property owner is acting as general contractor, a homeowner affidavit shall be submitted with the permit application. Either the property owner or contractor may apply for permits.
 7. Improvement Location, Plumbing, and Electrical Permits can be issued at the time of submittal of an application. Building Permits for structures in A1, A2, and RE zoning districts can also be issued at the time of submittal of a permit application. All other permit applications must be reviewed by the Planning Director and will be issued no more than four business days from the time of application.
 8. The Soil Erosion and Sediment Control measures indicated in this packet shall be implemented during construction.
 9. Permits will not be issued for proposed construction not in compliance with the Shelby County Unified Development Ordinance and/or other applicable County Ordinances.

Plot Plan Example

