

New Home Development Process

1. Buildable Lot Verification

Contact the Planning Director to verify that the Lot complies with all lot standards implemented by the Plan Commission.

The Planning Director will research the lot to verify that it has gone through the proper subdivision process. Any lot that existed in its current configuration prior to 2008 is considered 'grandfathered' and eligible for a building permit, regardless of compliance with subdivision and lot dimensional standards. The Planning Director will also verify that the lot does not lie within a Flood Hazard Area.

*Desiree Calderella – Planning Director
25 W Polk St, Room 201, Shelbyville, IN 46176
317-392-6338
dcalderell@co.shelby.in.us*

***creation of a new lot (example – purchase of a portion of farm ground) must go through the platting process. Contact the Planning Director for more information.**

2. Soil Samples

Contact a qualified soil scientist to obtain soil samples.

Analysis of soil samples will determine the feasibility of installing a septic system and structures on the lot. Contact the Shelby County Health Department for a list of qualified soil scientists.

*Shelby County Health Department – William Pursley
1600 East State Road 33, Suite B, Shelbyville, IN 46176
317-392-6470
wpursley@shelbyhealthindiana.com*

3. Site Plan Submittal and Approval

Submit a Site Plan Application and Site Plan, certified by a professional surveyor/engineer, to the Shelby County Plan Commission Office (25 W Polk St, Room 201, Shelbyville, IN 46176).

The Site Plan Committee meets every Thursday to review Site Plans. All Site Plans must be submitted by 12:00PM on Tuesday to be eligible for review on the following Thursday. The committee will review the Site Plan for compliance with zoning, drainage, and septic system standards. The Committee will contact the surveyor/engineer who completed the

Site Plan with any required revisions. *Permits will not be issued until each member of the Site Plan Committee has approved the Site Plan.* Refer to the Site Plan Class 2 Application Packet for more information.

The following companies typically submit Site Plans in Shelby County. The Plan Commission recommends that the property owner/builder contact all three companies for quotes and availability.

*Powell Land Surveying, LLC
Jeffery P. Powell, L.S.
317-694-6073
powelllandsurveying@msn.com*

*Space & Sites, LLC
317-392-4444
design@spaceandsites.com*

*Scott Sumerford
317-401-6050
sumerfordsurvey@gmail.com*

4. Septic Permit

Obtain a Septic Permit from the Shelby County Health Department.

A septic permit is required for all new homes, unless utilizing sewer/water from the Waldron Conservancy District.

*Shelby County Health Department – William Pursley
1600 East State Road 33, Suite B, Shelbyville, IN 46176
317-392-6470
wpursley@shelbyhealthindiana.com*

5. Access Permit

Obtain an Access Permit from the Shelby County Highway Department.

An Access Permit is for access to the county road and ensures that a proper sized driveway and culverts are installed. On state highways, the access permit must also be obtained from the Greenfield District Office of the Indiana Department of Transportation, 32 South Broadway Street in Greenfield, Indiana 46140 (317-462-7751).

*Shelby County Highway Department – Diane Haehl
25 W Polk St, Room 206, Shelbyville, IN 46176
317-392-6330
diane.haehl@co.shelby.in.us*

6. Improvement Location Permit, Building Permit, Electrical Permit, and Plumbing Permit

Obtain an Improvement Location Permit, Building Permit, Electrical Permit, and Plumbing Permit from the Shelby County Building Inspector's Office.

An Improvement Location Permit is required by the Shelby County Unified Development Ordinance and is issued when all standards of the zoning ordinance are met as shown on the approved Site Plan. Building, Electrical, and Plumbing Permits are required and allow for inspection of new construction to ensure it complies with building code. Refer to the Improvement Location Permit Application for more information.

Improvement Location Permit, Building, and Electrical Permits may be obtained by the Homeowner with submittal of a Homeowner's Affidavit. Refer to the Homeowner Affidavit Form for more details.

Improvement Location Permit, Building, and Electrical Permits may be obtained by any Contractor listed with the Shelby County Building Inspector's Office. Refer to the Building Contractor Registration Application for more details.

Plumbing Permits may only be obtained by Plumbers listed with the Shelby County Inspector's Office. Refer to the Plumbing Contractor Registration Application for more details (exemption - a homeowner may obtain this permit if they will reside in the home).

***Shelby County Building Inspector's Office - Jessie Elsrod, Administrative Assistant
25 W Polk St, Room 201, Shelbyville, IN 46176
317-392-6480
jeslrod@co.shelby.in.us***

7. Inspections

It is the responsibility of the permit applicant to call all applicable departments and agencies to request necessary inspections at the appropriate times, including the Plan Commission, Inspector's Office, and Health Department. All erosion control devices shall be placed in accordance with Article 10 of the Shelby County Storm Drainage, Erosion, and Sediment Control Ordinance. Refer to the Shelby County Inspection Procedures Information sheet for more information.

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***Shelby County Health Department – William Pursley
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For questions regarding building code, please contact David Adams – Building Inspector

***Shelby County Building Inspector's Office – David Adams, Building Inspector
25 W Polk St, Room 201, Shelbyville, IN 46176
317-392-6480***

dadams@co.shelby.in.us

8. Site Development Inspection

It is the responsibility of the permit applicant to call for a site development inspection at the time all site improvements are complete (seeding, grading, driveway installation, etc.). The Planning Director will ensure that the site complies with the approved Site Plan at the time of this inspection. The home WILL NOT receive a Final Certificate of Occupancy until the Planning Director approves Site Development Inspection. The Building Inspector's Office may issue a Temporary Certificate of Occupancy in a case where weather or other mitigating circumstances prevent completion of site work.

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jeslrod@co.shelby.in.us*

9. Final Certificate of Occupancy

The Shelby County Inspector's Office will issue a Final Certificate of Occupancy after completion and approval of all inspections, including inspection of the Septic System. The Certificate of Occupancy will be mailed to the address of the applicant listed on the Improvement Location Application. The home shall not be occupied until issuance of a temporary or final certificate of occupancy.

Permit Fees

Site Plan - \$50.00

Septic Permit – \$25.00

Access Permit - \$20.00

Improvement Location Permit - \$150

Building Permit - \$160

Electrical Permit - \$120

Plumbing Permit - \$120

Additional Basement Fee (if applicable) - \$80

Floodplain Permit Fee (if applicable) - \$40