

TOWN OF ALBANY PERMIT APPLICATION

I. Owner Name & Property Location

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Permit Address: _____

City: Albany State: IN Zip: 47320

All permit applications will be reviewed and issued during the normally scheduled Planning Commission meetings on the first and third Thursday of each month at 7pm.

All required documents pertaining to the type of permit being applied for must be provided to the Planning Commission at the time the permit is requested. Failure to do so will result in denial of the permit.

II. Type of Permit

A. Type of Improvement

- 1. New construction. Inspection required before Certificate of Occupancy permit will be issued.
- 2. Addition - If residential, enter number of new housing units added, if any, in Part B
- 3. Alteration/Remodeling
- 4. Demolition - If multifamily residential enter number of units in building in Part B
- 5. Moving/Relocating
- 6. Sidewalks

B. Proposed Use

Residential

- 7. Single Family
- 8. Two of more families. Enter number of units _____
- 9. Garage
- 10. Carport
- 11. Fences
- 12. Deck, shed, patio, porch, pool, remodeling, alterations, moving, or razing of buildings.

Non-residential

- 13. Church or other religious
- 14. Industrial
- 15. Office, bank, professional
- 16. Public Utility
- 17. Stores, mercantile
- 18. Signs
- 19. Other - Specify _____

III. Construction Site Document Requirements

- 1. Proof that locates have been requested from 811. May be requested online at <http://indiana811.org/> or by phone at 811 or 800-382-5544.
- 2. Survey or drawing of proposed construction location. Site dimensions should include: building dimensions, setback dimensions from property lines and/or easements, and utility locations. GIS drawings may be obtained online at the following address: <https://beaconbeta.schneidercorp.com/>
- 3. Fences must be installed 12" (1 foot) off the property line. No fence exceeding three (3) feet shall be located upon a lot within 30 feet of a street intersection and at no time shall a fence be higher than eight (8) feet.
- 4. See ordinance 2015-21 for sign regulations and permit fees.
- 5. Demolition - If asbestos is suspected to be present, testing must be preformed and results presented with permit application.

Plan Commission Charges	Original Zoning Ord.	1980-27	Sept. 1980
Building Permit-Residential	75.00	2015-29	11/1/2015
Building Permit-Commercial	100.00	2015-29	11/1/2015
Building Permit-Industrial	150.00	2015-29	11/1/2015
Certificate of Occupancy	20.00	2000-21	12/27/2000
Sign Permit	See Ord.	2015-21	10/15/2015
Detached garages, storage sheds, fences, patios, swimming pools, decks, porches, remodeling, alterations, or moving.	50.00	2015-29	11/1/2015
Demolition	25.00	2015-29	11/1/2015
Re-zoning	45.00	2000-21	12/27/2000
Appeal decision of Plan Administrator	35.00	2000-21	12/27/2000
Variance	45.00	2000-21	12/27/2000

Property owner agrees to conform to all Building Codes, Zoning Laws, and Ordinances of the Town of Albany.

Signature of Applicant

Application Date

Construction Start Date

DO NOT WRITE BELOW - OFFICE USE ONLY

Approval Date: _____

Permit Fee: \$ _____

Permit #: _____

Cash Check

Inspected by: _____

Scanned by: _____

Date: _____

Scan Date: _____

Date: _____

Administrative Officer: _____