

**Tipton County: Improvement Location Permit (ILP) checklist:**

The following procedures and fees for Improvement Location Permits (aka building permits) have been established via Title XV: Land Usage of the Tipton County Code of Ordinances, Article 9 – Administrative Procedure of the Tipton County Zoning Ordinance, and Fee Schedule.



In order for an ILP application to be accepted the following must be completed, when applicable.

- Completed ILP Application
- Completed Contractor Form (if contractor is performing work)
- Copy of Deed (can be obtained in recorder's office)
- Site Plan (or floor plan for interior only work)
- Construction Plans (commercial/industrial and new residential units)
- Commercial Design Release (commercial and industrial)
- Surveyor's Department Review
- Health Department Review (if property uses septic)
- Street Department Review (for new street cuts)
- Utility Department Review (for new or upgraded service)
- Other items that may be required by federal, state, or local jurisdictions

Site Plan definition: A plan of the area of a proposed construction operation, including the building outline, parking, work areas, and/or property lines. Site plans are not required to be drawn by a professional.

For new construction of a residence, it is recommended to schedule a meeting with the Building Commissioner prior to application to ensure all necessary information is assembled.

For large scale commercial or industrial project it is recommended to schedule a pre-construction meeting to assemble all the necessary checkpoint agencies and coordinate project timeline.

If there are any additional questions, please contact our office at (765) 675-6063 or [tiptoncoplan@tds.net](mailto:tiptoncoplan@tds.net)

Improvement Location Permit: Contractor Information  
101 E. Jefferson St. Tipton, IN 46072

City Plan Commission: (765) 675-6063  
tiptoncoplan@tds.net

Permit #: \_\_\_\_\_



Contractor Information:

General Contractor Business Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Business Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Trade(s): \_\_\_\_\_

Bonded and Insured: \_\_\_\_\_ Policy #: \_\_\_\_\_

License (if applicable): \_\_\_\_\_

Subcontractor information:

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

4 \_\_\_\_\_

5 \_\_\_\_\_

General Contractor affidavit of compliance

The undersigned agrees that any construction, reconstruction, enlargement, relocation, or alteration of structures and/or any change in use or land or structures requested by this application, will comply with and conform to all applicable laws of the State of Indiana and Ordinances of the County of Tipton, Indiana

Signature \_\_\_\_\_ Date \_\_\_\_\_

Application for Improvement Location Permit: # \_\_\_\_\_

101 E. Jefferson St. Tipton, IN 46072

County Plan Commission: (765) 675-6063  
tiptoncoplan@tds.net

Application Fee: \_\_\_\_\_

Approved: \_\_\_\_\_



Improvement location information:

Property owner name: \_\_\_\_\_

Phone: \_\_\_\_\_

Address of work to be completed: \_\_\_\_\_

Township: \_\_\_\_\_

General Location: \_\_\_\_\_

Parcel number: \_\_\_\_\_

How long has lot existed in this configuration (new construction only): \_\_\_\_\_

Present Use: \_\_\_\_\_

Proposed use: \_\_\_\_\_

Zoning: \_\_\_\_\_

Overlay: \_\_\_\_\_

Flood Zone: \_\_\_\_\_

Proposed work to be completed

Type of Improvement: \_\_\_\_\_

Estimated cost of construction (labor and materials) \_\_\_\_\_

Building Size: \_\_\_\_\_

\*Contractor\*: \_\_\_\_\_

\*Contractor to fill out separate form

Check point agency information (if applicable)

Recorded copy of deed: \_\_\_\_\_

Highway Department: \_\_\_\_\_

Health department septic review: \_\_\_\_\_

Engineering Department: \_\_\_\_\_

Surveyor review: \_\_\_\_\_

Site Plan: \_\_\_\_\_

Owner affidavit of compliance

The undersigned agrees that any construction, reconstruction, enlargement, relocation, or alteration of structures and/or any change in use or land or structures requested by this application, will comply with and conform to all applicable laws of the State of Indiana and Ordinances of the County of Tipton, Indiana

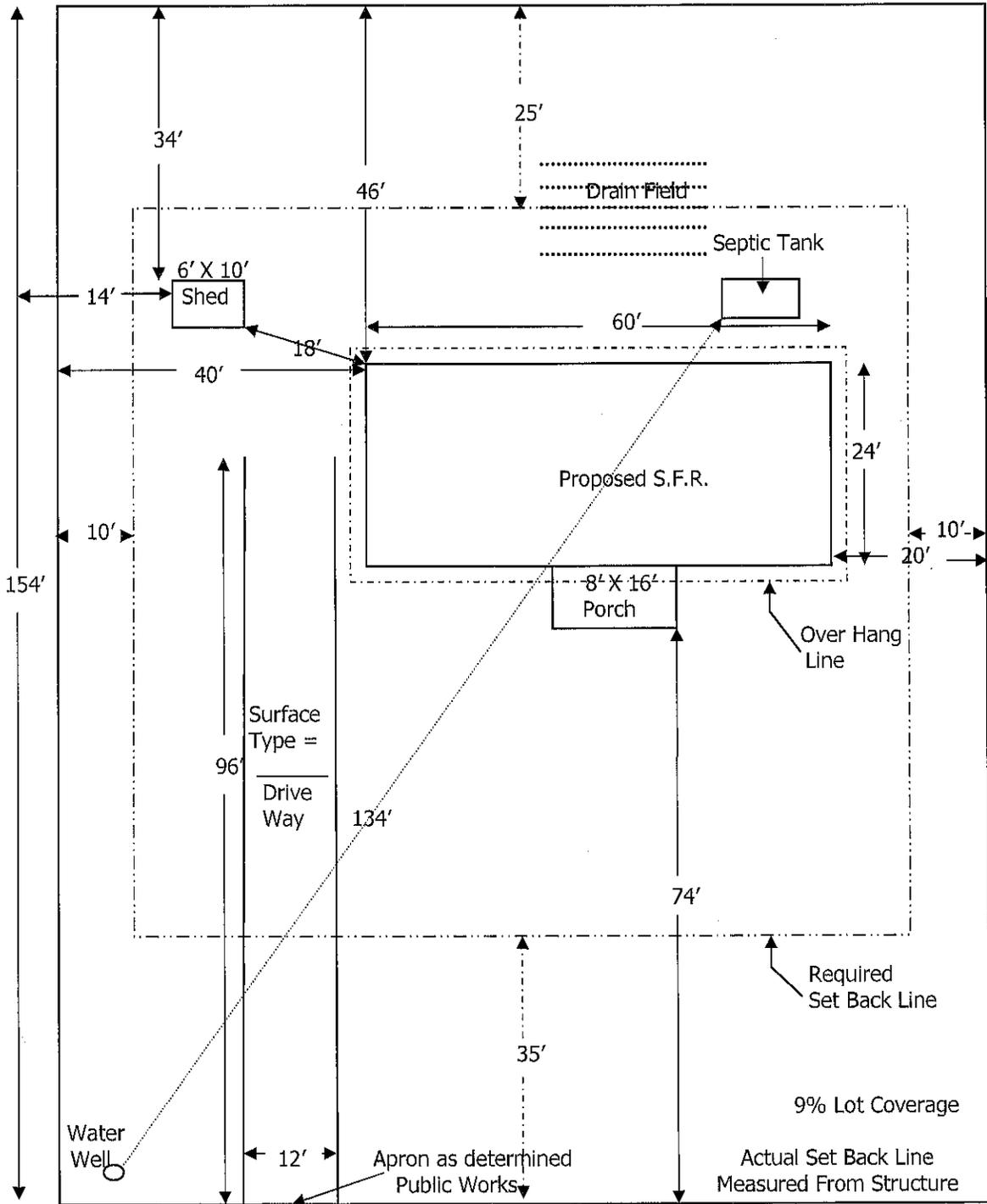
Signature \_\_\_\_\_

Date \_\_\_\_\_

# EXAMPLE SITE PLAN

Scale: 1" = 20'

Parcel Number: 00 - 00 - 00 - 0000 - 0000 - 0000  
120'



Property Owner: John Doe

Address: 100 First Street

Name of Preparer: Jayne Doe

Zoning: R-2

THIS PLOT IS TRUE AND ACCURATE:

(Signature of Applicant or Agent)

*John Doe*

DATE: 1/1/2006

## SITE PLAN CHECKLIST FOR RESIDENTIAL DEVELOPMENT

DOES THE SITE PLAN SHOW	YES	NO	NOTES
The name of the preparer of site plan?			
The property owner as listed on the deed (if different than the preparer of the site plan)?			
The location of the property (9-1-1 address or intersection)?			
The present zoning on the property?			
The dimension of the property (i.e. length of the lot lines)?			
A north arrow? (Must point north relative to property)			
A graphical scale? (Some site plans do not require a scale; if no scale is presented site plan must state "Drawing Not to Scale")			
Date of submittal?			
The signature of the applicant or designated agent?			

### STRUCTURES

DOES THE SITE PLAN SHOW	YES	NO	NOTES
The location of all existing and proposed structures and major features?			
The existing structures or major features are labeled "existing" and the proposed structures or major features are labeled "proposed"?			
The dimensions of all structures and major features?			

DOES THE SITE PLAN SHOW	YES	NO	NOTES
The setbacks from property lines for all structures? (Setbacks are measured from the farthest projection of exterior wall.)			
The distance between all structures? (Distance between structures is measured from the farthest projection of exterior wall.)			
The floor area of all structures?			
The percentage of the property covered by structures?			

### OTHER FEATURES

DOES THE SITE PLAN SHOW	YES	NO	NOTES
The width, length and surface type of all existing and proposed driveways?			
The existing driveways are labeled: "existing" and proposed driveways are labeled "proposed"?			

### FINDING LOT COVERAGE

**1 ACRE = 43,560 Square ft.**

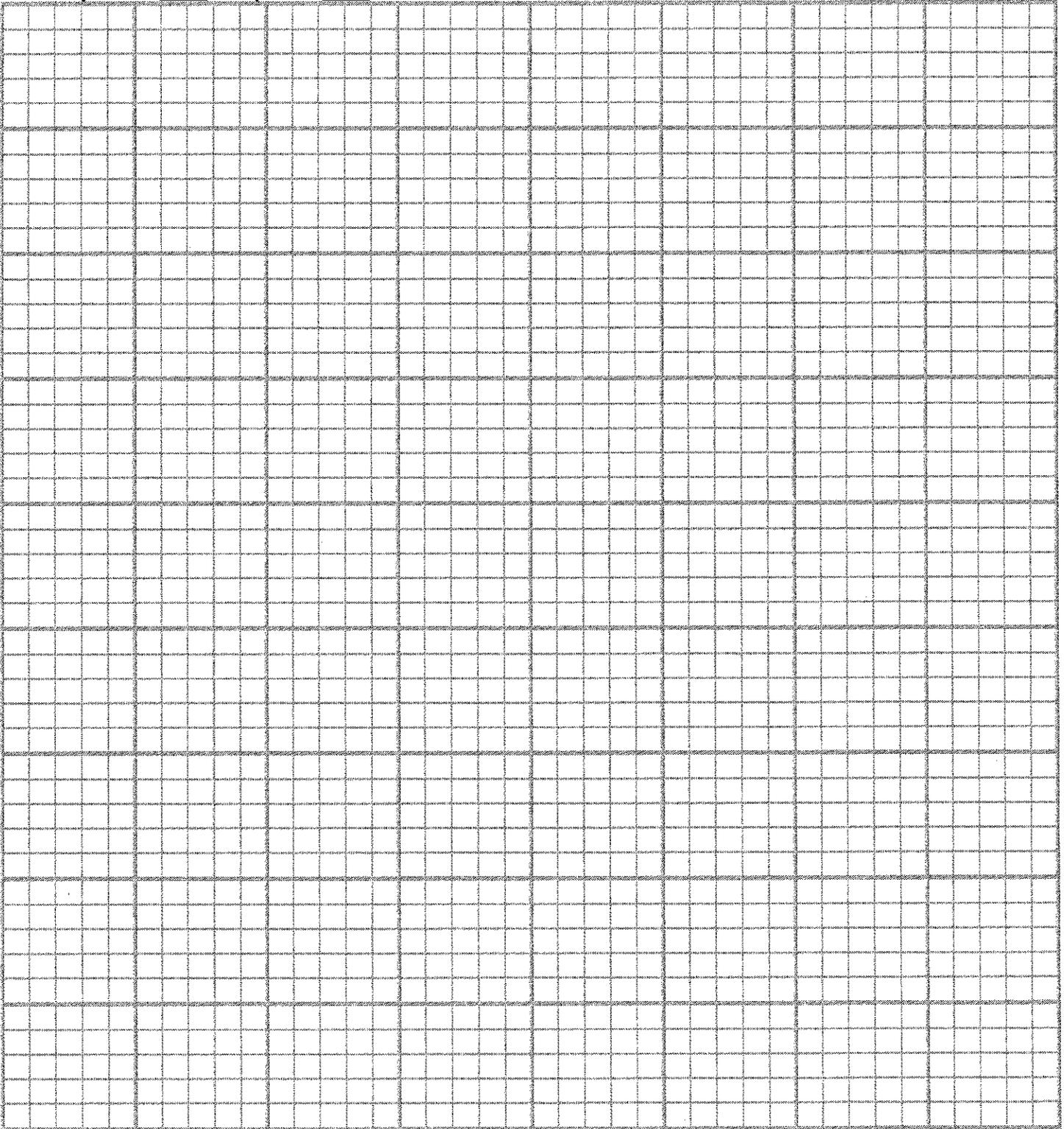
- 1) First Step: Convert the acreage of the property to square feet by multiplying the acres X 43,560  
(Example: .16 acres X 43,560 = **6,969.6** square ft.)
- 2) Second Step: Figure the square ft. of all structures on the property under roof. (This includes the pump houses, sheds, etc.)  
(Example:
 

28' X 56' mobile home	=	1,568 square ft.
10' X 12' shed	=	120 square ft.
4' X 6' shed	=	24 square ft.
<hr/>		
Total	=	<b>1712 square ft.</b> )
- 3) Third Step: Divide the total square ft. of the structures by the square ft. of the acres.  
(Example: 1,712 / 6,969.6 = .2456

Move the decimal two places to the right to convert to percentage = **24.5% lot coverage.**)

# SITE PLAN

Each Square or \_\_\_\_\_ Is Equal To \_\_\_\_\_ Ft. Parcel Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_



Property Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Name of Preparer (if different than above): \_\_\_\_\_

Zoning: \_\_\_\_\_

THIS PLOT IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE:

(Signature of Applicant or Agent) \_\_\_\_\_ DATE: \_\_\_\_\_