

City of Tipton: Improvement Location Permit (ILP) checklist:



The following procedures and fees for Improvement Location Permits (aka building permits) have been established via Chapter 4. Building and Buildings Regulations of the Tipton Municipal Code, Article 9 – Administrative Procedure of the City of Tipton Zoning Ordinance, and Ordinance 2010-18 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 planning@tiptoncounty.in.gov

Application for Improvement Location Permit: # _____

101 E. Jefferson St. Tipton, IN 46072



City Plan Commission: (765) 675-6063

planning@tiptoncounty.in.gov

Application fee

Inspections

Permit fee

USB Fund

Approved/Denied:

Total:

Improvement location information: Specify contact person owner/contractor

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

Scope of work(Type of Improvement):

Estimated cost of construction (labor and materials):

Building Size: (LxWxH)

Contractor:

*contractor to fill out separate information form

Office use only: Checkpoint reviews

Recorded copy of deed:

Street Department:

Tipton Utilities:

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 City of Tipton, Indiana. Owner is responsible for verifying covenants and property boundaries.

Signature

Date