

HENRY COUNTY DEMOLITION PERMIT APPLICATION

Henry County Planning Commission
1201 Race Street, Suite 210
New Castle, IN 47362
765-529-7408
Fax 765-521-7072
tgreen@henrycounty.in.gov

Applications will not be accepted until they are complete and accompanied with all required documentation.

ALL applications are subject to a minimum 24 hour review, and may take up to 10 days for issuance of a permit. Applications can be mailed, faxed, or emailed into our office.

The Henry County Planning and Building Departments cannot issue permits inside the corporate boundaries of these municipalities. You will need to contact them to make sure that you are in compliance with their ordinances.

| | | |
|--------------------|----------------|--|
| New Castle | (765) 521-6823 | 227 N Main St., New Castle, IN 47362 |
| Knightstown | (765) 345-2785 | 26 S. Washington St., Knightstown, IN 46148 |
| Shirley | (317) 477-1133 | 111 American Legion Place, Suite 146, Greenfield, IN 46140 |
| Greensboro | (765) 465-1325 | PO Box 79, Greensboro, IN 47344 |
| Kennard | (765) 785-2331 | PO Box 167, Kennard, IN 47351 |
| Cadiz | (765) 533-6303 | 1430 N Co Rd 525 W., New Castle, IN 47362 |

We can accept checks, money orders, exact cash or credit or debit cards for payment of fees. There is a 3% bank service charge to process credit cards.

All permits are final, no refunds are given.

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Please Print

OWNER:

_____ **PHONE#** _____

ADDRESS: _____

EMAIL:

CONTRACTOR: _____ **PHONE#** _____

ADDRESS: _____

EMAIL:

SITE ADDRESS: _____

ESTIMATED COST OF CONSTRUCTION: \$ _____

(Includes cost of material and labor)

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SIGNATURE OF APPLICANT: _____

DATE: _____

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Proof of utility disconnection

Service utility connections shall be disconnected and capped in accordance with the approved rules and the requirements of the applicable governing authority prior to the issuing of a permit.

Utilities

Prior to issuing a demolition permit written verification from all applicable utility suppliers must be provided for all utilities including but not limited to WATER, SEWER, GAS, AND ELECTRIC on the utility companies letterhead that the service has been terminated, supply lines disconnected, capped & marked/located.

Septic Systems

In the case of a septic system, written verification from the Henry County Health Department stating the abandoned septic system has been decommissioned in accordance with all state and county code, must be provided prior to the issuing of a demolition permit.

Wells

Wells abandoned on or after Jan. 1, 1988, must be plugged by a licensed water well driller or pump installer in accordance with 312 IAC 13, Rule 10. A person may not be a water well driller or pump installer in Indiana without a license

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Written verification from a licensed well driller stating that the well has been plugged according to Indiana code must be provided prior to the issuing of a demolition permit.

Municipal Code

When working in an incorporated municipality it is the applicant's responsibility to make sure that they are complying with all municipal code. The issuance of a permit by the Henry Planning Commission office does not release an applicant from having to follow additional requirements that may be required by a municipality.

Revocation of Permits

The Zoning Administrator shall revoke a permit or approval issued under the provisions of this code in the case of any false statements or misrepresentation of fact in the application or the plan on which the permit or approval was based.

Vacant Lot

Where a structure has been demolished or removed, the vacant lot shall be filled with clean fill and maintained to the existing grade. The lot will be landscaped by seeding or other means to prevent erosion and runoff.

Hold Harmless Clause

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The applicant by acceptance of this permit agrees to indemnify and hold harmless Henry County, The Henry County Planning Commission, and their employees from and against any and all claims, demands and actions for damages.

Disposal of debris

The applicant acknowledges that as a condition of the demolition permit, all debris resulting from the construction activity governed by this Demolition permit shall be disposed of in a properly licensed waste disposal facility.

The debris will be disposed at/by _____

A Roll-off dumpster or container will be used. ___ YES ___ NO

Signature

The undersigned hereby certifies that they have read and examined this application and agrees to comply with all applicable local, county, and state laws and/or ordinances, and swears that all statements contained in this application are true to the best of their knowledge.

_____ Date _____

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Check sheet

Written verification of disconnection/decommission from:

- Electric Utility
- Gas Utility
- Water Utility (if applicable)
- Sewer Utility (if applicable)
- Henry Health Dept. (if Septic System)
- Licensed Well Driller (if Well)

Have you:

- Completed your application in full
- Made arrangements to dispose of debris

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Contacted your Municipality (if applicable)

Made arrangements to level the site and fill all holes

**NOTICE OF ASSESSMENT REGISTRATION**

State Form 786 (R3 / 6-16)

DEPARTMENT OF LOCAL GOVERNMENT FINANCE

| | |
|--------|-------------------------|
| Number | Date (month, day, year) |
| County | |

INSTRUCTIONS: An owner of real property, or the owner's agent, is required to file this notice with the County Assessor before demolishing, structurally modifying, or improving the property, unless the demolition, structural modification, or improvement: (1) requires a permit from the state or a political subdivision or (2) costs \$500 or less for materials or labor, or both. Any owner who fails to file this notice when required is subject to a civil penalty of \$100 (see IC 6-1.1-5-15)

| |
|---|
| AMONG THE ITEMS SUBJECT TO THIS NOTICE ARE: |
| <ul style="list-style-type: none"> • Construction or placement of building, swimming pool, or other yard structure • Horizontal or vertical extension of building, including extensions such as patios. • Major remodeling, including finishing of attic or basement. • Addition (<i>not replacement</i>) of fireplace, central air conditioning, central heating, commercial paving, bath tub, sink, toilet, water heater. |

| | |
|--|----------------------|
| BASIC INFORMATION | |
| Name of registrant | Telephone number () |
| Address of registrant (number and street, city, state, ZIP code) | |
| Name of landowner | Telephone number () |
| Address of landowner (number and street, city, state, ZIP code) | |

| | | | | | |
|----------------------------------|----------|-------|-----|-------|-------------------------|
| LOCATION OF REAL PROPERTY | | | | | |
| Section | Township | Range | Lot | Block | Subdivision or addition |
| County road or street | | | | City | Parcel number |

| | |
|---|--|
| DESCRIPTION OF DEMOLITION, STRUCTURAL MODIFICATION, OR IMPROVEMENT | |
| <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> | |

ESTIMATED COST INFORMATION IS CONFIDENTIAL PER IC 6-1.1-35-9.

| | | |
|--------------------------------|--------------------------------------|------------------------------------|
| ESTIMATE | | |
| Cost of materials and labor | Commencement date (month, day, year) | Completion date (month, day, year) |
| | Signature of registrant | |
| Date signed (month, day, year) | | |