

Henry County Building and Planning Permit Application

All projects that cost **more than \$500** in materials and/or labor are **required** to have a Building and/or Planning Permit.

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

All applications for new homes or additions with bedrooms **must** include a **septic permit** from the Health Department.

All applications for new structures or additions **must** include a **site plan** showing the proposed project in relation to the property lines. The site plan does not need to be professionally done or to scale.

We accept checks, money orders, exact cash, or Visa, MasterCard or Discover as payment. If you choose to use a debit or credit card there will be a 3% charge added to the total.

All permits are final, no refunds are given.

Thank you for your patience.

HENRY COUNTY DEPARTMENT OF BUILDING

1201 Race Street, Suite 210
New Castle, IN 47362
765-529-7408
Fax 765-521-7072
jfrench@henrycounty.in.gov

PERMIT APPLICATION

Please Print

ALL applications are subject to a minimum 24 hour review

OWNER: _____

ADDRESS: _____ **PHONE#** _____

CONTRACTOR: _____

ADDRESS: _____ **PHONE#** _____

SITE ADDRESS OF PROJECT: _____

ESTIMATED COST OF CONSTRUCTION:\$ _____
(Includes cost of material and labor)

SIGNATURE OF APPLICANT: _____

DATE: _____

NOTE: Per State and County Code, this office has up to ten (10) days to issue a permit.

All building permits are non-refundable.



NOTICE OF ASSESSMENT REGISTRATION

State Form 786 (R2 / 6-87)

Number	Date
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 (not replacement) of fireplace, central air conditioning, central heating, commercial paving, bath tub, sink, toilet, water heater.

BASIC INFORMATION	
X Name of Registrant	• Telephone Number
X Address of Registrant (Street, city, state, ZIP code)	
X Name of Landowner	• Telephone Number
X Address of Landowner (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
X

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

ESTIMATE		
X Cost of Materials and Labor	• Commencement Date	• Completion Date
X Signature of Registrant	• Date Signed	

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NOTICE TO HOMEOWNER AND/OR BUILDER

Be advised that failure to have a “footer” and/or “hole” inspected before pouring concrete will result in homeowner or builder tearing out the cement for inspection.

Date: _____

Signature of Homeowner/Builder: _____