

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. A **Driveway Permit** must be obtained from the County Highway Department and is to be included with application.

We can accept checks, credit or debit cards, money orders, or exact cash.

A 3% service fee will be added to every credit or debit card purchase.

All permits are final, no refunds are given.

HENRY COUNTY DEPARTMENT OF BUILDING

1201 Race Street, Suite 210
New Castle, IN 47362
765-529-7408
Fax 765-521-7072

PERMIT APPLICATION

ALL applications are subject to a minimum 24 hour review

OWNER _____ PHONE _____

ADDRESS: _____

EMAIL _____

CONTRACTOR: _____ PHONE# _____

ADDRESS: _____

EMAIL: _____

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.

Email completed form and support data to abarnard@henrycounty.in.gov



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).

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

BASIC INFORMATION

| | | |
|---|--|------------------|
| Name of Registrant | | Telephone Number |
| Address of Registrant (Street, city, state, ZIP code) | | |
| Name of Landowner | | Telephone Number |
| 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

ESTIMATE

| | | |
|-----------------------------|-------------------|-----------------|
| Cost of Materials and Labor | Commencement Date | Completion Date |
|-----------------------------|-------------------|-----------------|

X Signature of Registrant

1 rate 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: _____