

# Single/Two Family Residential

## Building Permit Application

Contact: Community Development (765) 564-2097 ext. 105

[community@cityofdelphi.in.gov](mailto:community@cityofdelphi.in.gov)



This application packet is for residential building permits, including:

- **New Home** – includes new single-family dwellings, two-family dwellings, and the re/placement of a manufactured home.
- **Accessory Structure** – including retaining walls, slabs, pole barns, decks, garages, carports, enclosed patios, swimming pools (above and below ground), bath houses, gazebos, shelter houses, cabanas, greenhouses, accessory solar/wind/wireless structures, storage sheds, stables, signs, temporary storage containers. (This also includes any structures not listed that are greater than 50 square feet in area.)
- **Addition** - includes additions to existing single-family and two-family homes.
- **Remodel or Basement Finish**– includes remodeling, structural modifications, electrical work, plumbing, HVAC, roofs, windows, siding, etc.
- **Fence** – includes the placement or replacement of fences.
- **Electrical Only** – includes new service, reinstatement of service, and service upgrades.
- **Swimming Pools** – in-ground pools and above-ground pools.
- **Demolition** – the tearing down or removal of residential structures with utility connections
- **Fire Repair** – Follow the submittal for a “remodel.” This includes all work necessary to repair a structure after fire damage has occurred. *Call ahead so that we can expedite this permit for you.*

## STEP 1: Submittal

If you have any questions about the permit process, the application, or what to submit, please feel free to contact the city 765-564-2097 ext. 105 (Julia Leahy)

Applications may be submitted either by email, in person, or by mail. **Applications whose plans are larger than 11”x17” must be submitted entirely in electronic format by email.**

- **Email** – **(FASTEST!)** Applications can be submitted electronically to [community@cityofdelphi.in.gov](mailto:community@cityofdelphi.in.gov)
- **In Person or by Mail** - Applications may be dropped off in person or mailed to the Delphi City Building, 201 S Union Street, Delphi, IN 46923, **ATTN: DELPHI BUILDING PERMITS**. Unless otherwise indicated, only one copy of the required attachments is needed.

## STEP 2: Submittal Checklist

	New Home	Addition	Remodel or Fire Damage	Electrical Only	Accessory Structure	Swimming Pool	Demolition
<b>1. Application Page</b>	✓	✓	✓	✓	✓	✓	✓
<b>2. Site Plan</b>	✓	✓			✓	✓	✓
<b>3. Recorded Deed</b>	✓	✓			✓	✓	
<b>4. Erosion Control Plan</b>	✓	✓				✓	
<b>5. Energy Efficiency Certificate</b>	✓	✓					
<b>6. Construction Plans</b>	✓	✓	✓		✓	✓	
<b>7. Notice of Demolition</b>							✓

## Submittal Details

If you have any questions about the application or what to submit, please feel free to contact the administrator at 765-564-2097 ext. 105.

1. **Application Page.** Fill out all applicable fields completely.
  - **Alternate ID Number** – This 10-digit identification number is required on ALL permit applications and can be found on the Carroll County GIS website. You can do a search by address or zoom in on the parcel and obtain the detailed information.
2. **Site Plan.** A copy of the site plan drawn to scale showing the items below (see sample drawing).
  - All property lines and streets
  - The location and size of all existing and proposed structures
  - The distance from each structure to the property lines and distance to the road
  - The location of existing and proposed driveways
  - The location of all drainage, utility, and roadway easements on the property
  - An arrow indicating NORTH

**For a new single-family or two-family dwelling or an addition to an existing home:** The site plan needs to be prepared by a registered professional surveyor and will need to show utility mains and lateral connections, drainage, and spot elevations.

3. **Recorded Deed.** A copy of the recorded deed for the property with the Recorder's Stamp, available from the Carroll County Recorder's Office (765) 564-2124.
4. **Erosion Control Plan.** A plan showing the measures to prevent erosion, contain sediment control, and drainage.
5. **Energy Efficiency Certificate.** This is a COMcheck energy code compliance report that helps ensure structures meet the requirements of the energy efficiency building codes.
6. **Construction Plans.** Building plans drawn to scale (see sample drawing), including:
  - Elevations (front, back, and sides)
  - Wall section
  - Foundation plan
  - Floor plan
  - Mechanical, Plumbing, and/or Electrical drawings (if applicable)
  - Truss calculations with a registered Indiana Architect's or Engineer's seal (applicable for new homes and additions)
7. **Notice of Demolition.** Before submitting an application, contact the Carroll County Health Department and the Delphi Utility Departments to discuss septic/well/utility discontinuation that may be a part of your plans for demolition.

## Permit Fees and Other Fees

- **Permit Fees** are based on the type of permit applied for as well as the required inspections. **Fees are not paid until the permit has been issued and is ready for pick up.**
- **Failed Inspections or Multiple Inspections** will be assessed a respective re-inspection fee and must be paid prior to scheduling a subsequent inspection or the issuance of the Certificate of Occupancy.
- **Questions** about inspections or code requirements can be directed to the Administrator at 765-564-2097 ext. 105.

### *Base Fees and Site Plan Review Fees\**

- New Residential Structure or Addition .....\$450
- Accessory Structure .....\$75

### *Inspection Fees*

- Temporary or Permanent Electric .....\$75
- Footing or Slab/Foundation .....\$75
- Rough-in (Framing, Electric, HVAC, & Plumbing) .....\$100
- Rough-in Framing only.....\$75
- Rough-in Electric only .....\$75
- Rough-in HVAC only.....\$75
- Rough-in Plumbing only.....\$75
- Insulation.....\$100
- Final Inspection with Certificate of Occupancy .....\$150
- Other/Reinspection .....\$75

\*updated 7/11/25

# Permit Application

This application is being submitted for (check all that apply):

- New Home                       New Two-family Home  
 Addition                         Swimming Pool  
 Electric ONLY                   Accessory Structure \_\_\_\_\_  
 Remodel, Basement Finish, or Fire Damage Repair     Other \_\_\_\_\_

<i>For Office Use Only</i>	
Permit Number: _____	
Permit Fee: _____	
Issued: _____	Expires: _____

Date Application is Submitted:	Is sewer/water service required?	Is a new driveway required?
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## Applicant and Contact Information

Name of applicant:	
Address of applicant (street, city, state, zip):	
Contact person for the permit:	
Contact phone:	Contact email:

## Contractor and Contact Information

Name of contractor:	
Address of contractor (street, city, state, zip):	
Contact person:	Contact phone:

## Location Information

Address of location to be improved (street, city, state, zip):		
Subdivision:		Lot #:
10-digit Parcel number:		
TOTAL structure area or area of work (sqft):		
Living area:	Garage area:	other:
Approximate total construction cost:		

The undersigned represents that such work shall start within 90 days and will be completed without delay; that said improvements will be finished in a good workmanlike manner. Should said work not start in good faith within 90 days, the undersigned understands this application will be void and of no force or effect whatever. The above information, to my knowledge and belief, is true and correct:

Signature of Applicant: \_\_\_\_\_

# Notice of Demolition

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Prior to demolition, certain inspections are required relating to discontinuing the use of public sewer, public water, private wells, private septic systems, and fuel tanks. The permit holder is responsible for requesting all applicable inspections. Failure to obtain all applicable inspections could result in a zoning violation.

The City of Delphi and the Carroll County Health Department must perform an inspection prior to demolition. In order to approve the Demolition Permit, the applicant is required to sign this form and obtain the signatures of the individuals listed below. Include this completed form with all appropriate signatures when you submit your application for a Demolition Permit.

Date of Application:
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## *Applicant and Contact Information*

Name of Applicant:	
Address of Applicant:	
Contact Person for the Permit:	
Contact Phone:	Contact Mobile:
Contact Email:	

## *Demolition Site Information*

Address of Demolition:		
Subdivision:	Section #:	Lot #:
Tax Parcel ID#:		
Type of Structure(s) to be Demolished:		

### **Discuss your demolition project and obtain signatures for applicable utilities prior to submitting your application.**

1. **Public Water:** City of Delphi Water Utility: Craig Myer (765) 564-3944

Signature: \_\_\_\_\_

2. **Public Sewer:** City of Delphi Wastewater Utility: Dick VanSickle (765) 564-2313

Signature: \_\_\_\_\_

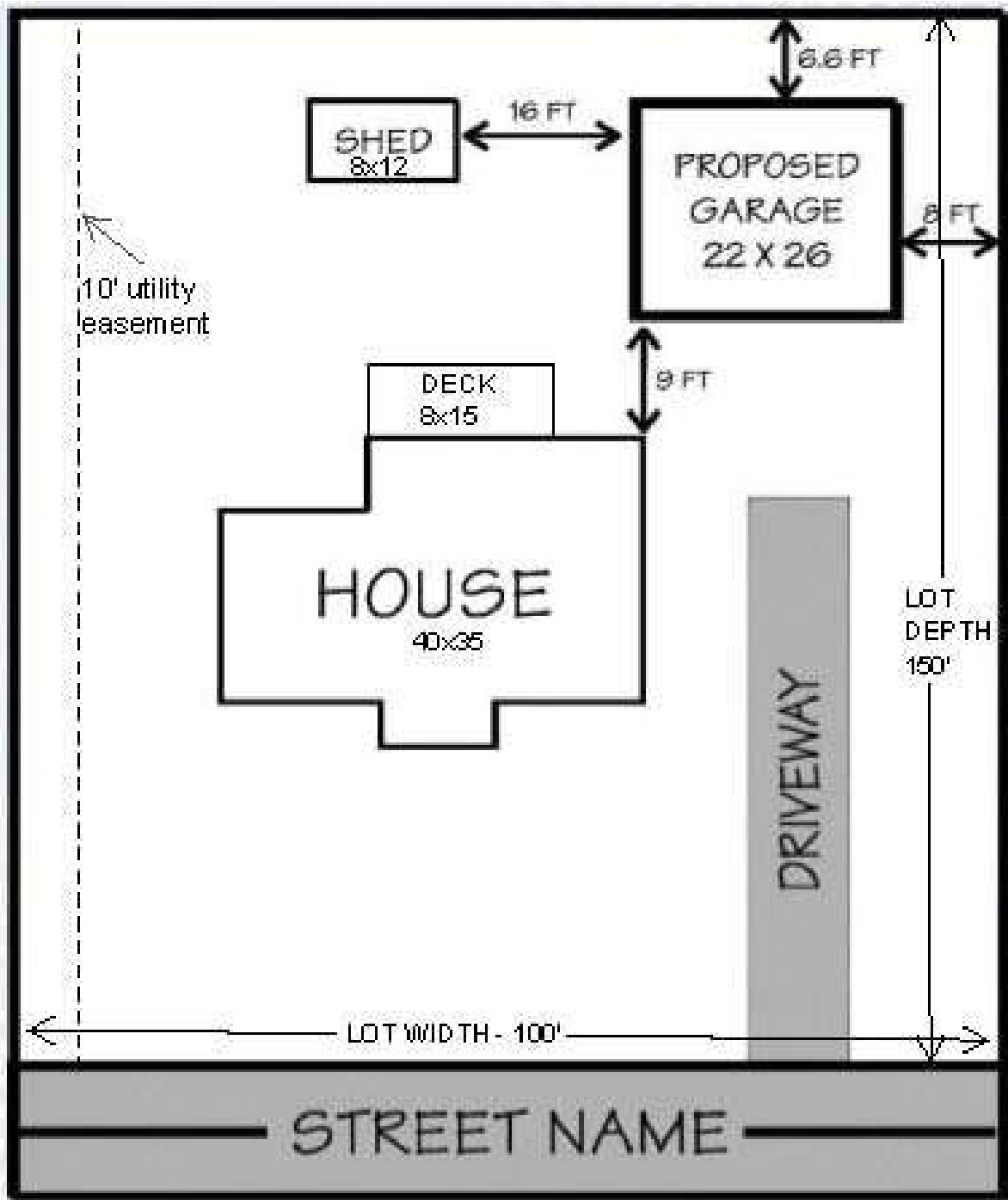
3. **Septic, Wells, or Storage Tanks:** Representative: *Carroll County Health Department, Environmental Health Division* (765) 564-3420

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_

I assert that I am the property owner, or the authorized and lawfully appointed agent of the owner(s), that I have express authority and permission from the owner(s) (and anyone with a recorded interest or other interest in the property), to take this requested action, and that I agree to indemnify and hold harmless the City of Delphi from any claim, lawsuit, demand, or damages whatsoever arising out of, or as a result of this request or the actions of the City of Delphi regarding the same.

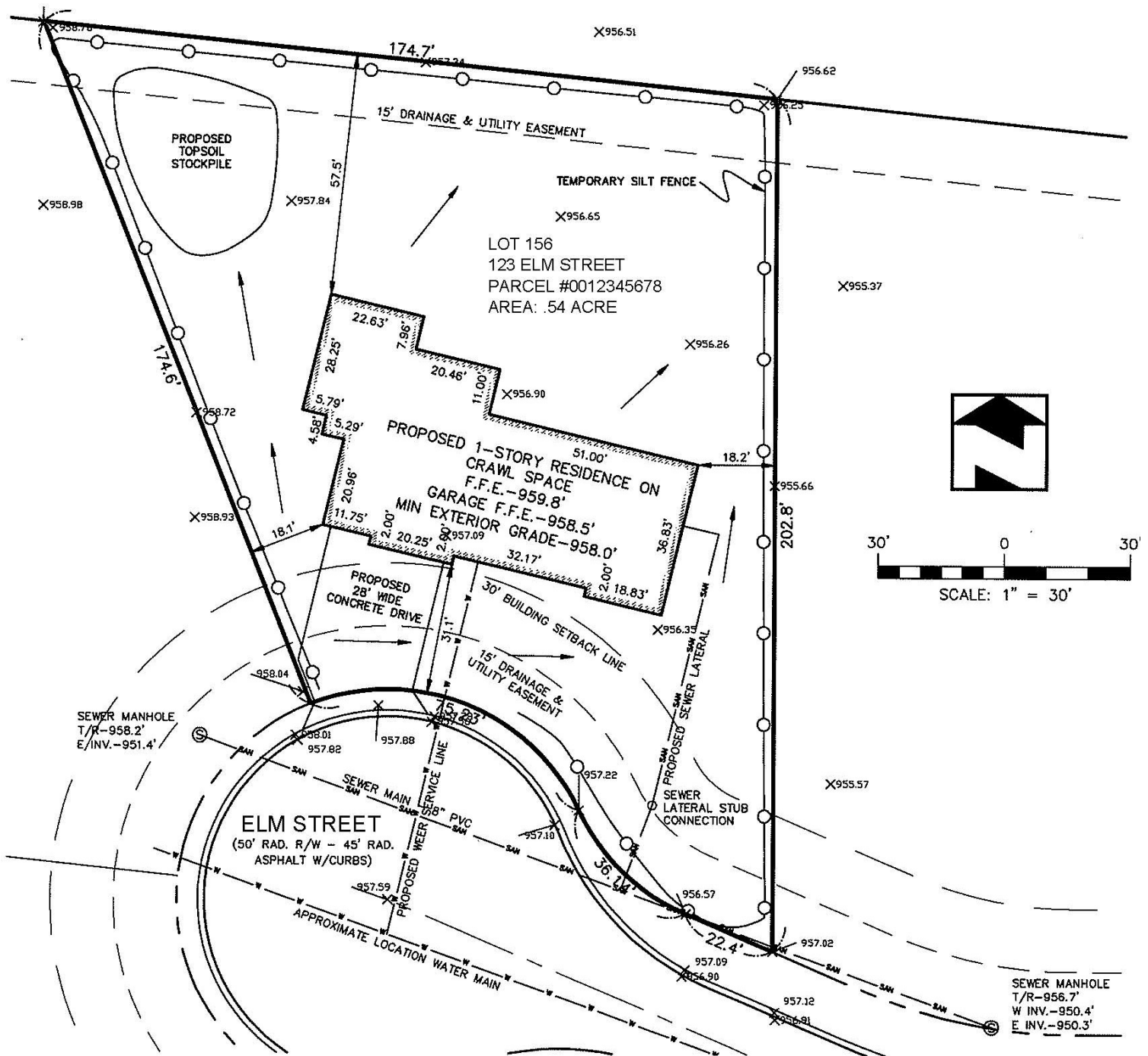
Signature of Applicant \_\_\_\_\_ Date: \_\_\_\_\_

# Sample Site Plan for Accessory Structures and Swimming Pools

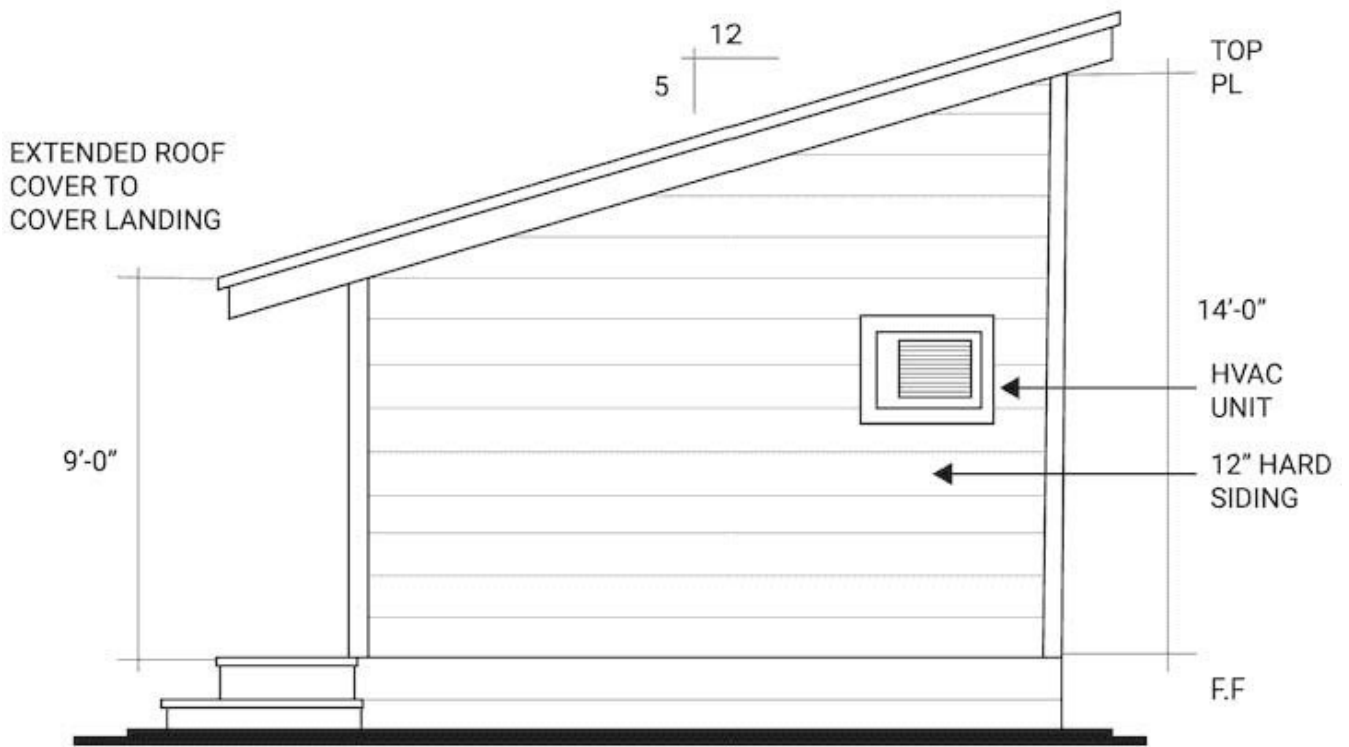


# Sample Site Plan for New Home and Additions

The site plan for a new home or addition needs to be prepared by a registered professional surveyor and will need to show utility mains and lateral connections, drainage, and spot elevations.



# Sample Elevation Drawing



# Sample Cross-section Drawings (decks and sheds)

