



**CLARK COUNTY PLANNING & ZONING**  
501 E. COURT AVENUE, ROOM 416  
JEFFERSONVILLE, IN 47130  
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### Residential Location Improvement Application

*Incomplete application will not be processed.*

Date: \_\_\_\_\_

Job Address: \_\_\_\_\_ City/Town: \_\_\_\_\_

Scope of Work: \_\_\_\_\_ Parcel ID: \_\_\_\_\_

Owner's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Owner/Contractor Email: \_\_\_\_\_

Applicant/Contractor's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Grant or Section: \_\_\_\_\_ Municipal Township: \_\_\_\_\_ Zoning: \_\_\_\_\_

Flood Hazard Area: Yes  No  FIRM MAP #: \_\_\_\_\_

#### Location of Building (measured from the property lines & other related structures on site):

Front Setback: \_\_\_\_\_ Rear Setback: \_\_\_\_\_ Side Setback: \_\_\_\_\_ Side Setback: \_\_\_\_\_

#### Proposed Structure Information:

Width: \_\_\_\_\_ Length: \_\_\_\_\_ Height: \_\_\_\_\_ Garage: \_\_\_\_\_ Deck: \_\_\_\_\_ Fence: \_\_\_\_\_

Total Finished Area: \_\_\_\_\_ Total Cost of Construction: \_\_\_\_\_

Septic: \_\_\_\_\_ Septic Site Survey Approval #: \_\_\_\_\_ Sewer: \_\_\_\_\_ Sewer Tap #: \_\_\_\_\_

Basement Type: \_\_\_\_\_ Bedrooms: \_\_\_\_\_ Bathrooms: \_\_\_\_\_ Heat Type: \_\_\_\_\_

#### Indicate All Other Permits Needed and Contractor's Name/Company Name:

Electric: \_\_\_\_\_

HVAC: \_\_\_\_\_

Plumbing: \_\_\_\_\_

#### Please Submit the Following Documentation:

Site Plan with Setbacks Marked

A Copy of the Property Deed

A Copy of the Septic Approval or Sewer Tap Fee Receipt

A Set of Building Plans

Although it is our goal to issue permits expediently as possible, we reserve the right to hold permits for a reasonable length of time in order to properly review them.



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Jeffersonville, IN 47130  
(812) 285-6287

## **Residential Building Permit Requirements**

- A copy of the property deed or a legal description of the property.
- Clark County Health Department approval letter if septic will be used OR a copy of the sewer tap fees receipt if sanitary sewage system will be used.
- A set of building plans for proposed structure.
- A plot plan (site plan) showing proposed structure's location and setbacks (distances from the front, sides, and rear property lines to the proposed structure). Please show all easements and right-of-ways if needed.
- A completed Residential Location Improvement application, which can be found on the Clark County website: [www.co.clark.in.us](http://www.co.clark.in.us), or in the Office of Planning & Zoning.

### **Special Circumstances:**

**Floodplain:** If the property where the proposed project is located is found to be within the floodplain, all floodplain ordinance requirements must be followed, including State permits and/or elevation certificates if needed.

**State Roads:** If a driveway is proposed to be built off a State-owned road, a State permit is required and a copy of said permit must be submitted along with the application.

### **Things to Remember:**

- A minimum property size must be 9,600 square feet with 60 feet of road frontage if a sanitary sewage system is used OR a minimum property size must be 40,000 square feet with 100 feet of road frontage if a septic system is used.
- Building permits are required **PRIOR** to beginning construction, which may be enforced by a fine of double the permit fee for the project.
- A variance may be needed if the above requirements cannot be met.
- Violations of the Clark County Ordinances may require fines of up to \$2,500 per day/per violation and possible litigation by the County.
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All permits require inspections and the Clark County building inspectors use the 2018 International Residential Code with 2020 Indiana amendments. Please visit the Indiana Association of Building Officials (IABO) website for current Indiana building codes: [www.iabo.com](http://www.iabo.com). The final inspection must include a 2009 (or greater) IECC sticker in the main panel of the home in order to receive final approval. The sticker indicates a blower test has been completed on the home for energy conservation.