



White County Building & Planning

110 N Main St. PO Box 851 Monticello, IN 47960

Phone: (574)583-7355 Fax: (574)583-4624

www.in.gov/counties/white/

INFORMATION NEEDED FOR A COMMERCIAL BUILDING PERMIT

TO RECEIVE A BUILDING PERMIT:

1. Copy of the **State Release**. Application can be found at www.in.gov/dhs/2372.htm
2. Copy of the **building plans** as submitted to the State of Indiana along with the signed **verification form**. (See attached paper)
3. Copy of the **site plan** as submitted to the State of Indiana, showing the distances from the proposed improvements (buildings, signs, fences, etc.) to all property lines and any existing buildings, "N" directional indicator, the driveway, parking spaces and road name from which the building will be accessed. If applicable, include where the septic system is located on the property. The site plan must also include details of all zoning requirements. Any outdoor sign may require a sign permit. All developments must comply with parking and landscaping requirements. Please contact the **Area Plan Office** at (574)583-7355 for clarification.
4. Copy of **Mayoral Approval** is required if you are doing any work that results in a new building/structure or expansion of an existing building/structure within the city limits of Monticello. Phone # (574)583-9889. (Please allow 7-10 days for this approval)
5. Copy of your **Drainage Permit**. This may be obtained from the **Surveyor's Office** on the second floor of the Court House. Phone # (574)583-7883.
6. Copy of the **Property Record Card**. This may be obtained from the **Building & Planning Department**.
7. If you are on a septic system, you may need a **Septic Permit**. This may be obtained from the **Health Department** which is located at 902 Foxwood Ct., Monticello, Indiana. Phone # (574)583-2436.
8. If you are within the Twin Lakes Regional Sewer District (TLRSD) boundaries, you will need either: a) a Sewer Application Connection Tap Permit; or b) a verification letter from TLRSD confirming that no permit is necessary. **Contact the TLRSD at (574) 583-5649 to schedule an appointment**. They will require the parcel number for the proposed building site, owner information, selection of TLRSD Qualified Contractor for sewer installation, as well as a site map indicating the plumbing layout. **No building permit of any sort can be issued until White County Building & Planning has received confirmation from TLRSD in writing.**
9. If you are building or remodeling a **Food Establishment** you must contact the **Health Department** for approval of your plans. Phone # (574)583-1501.
10. If your property is located on the water, **you need to know if your property is in a Flood Area**. If it is determined that the property is located in a Flood Area, you may be required to get approval from the **Department of Natural Resources**. Approval application forms are available in our office.

TO RECEIVE A FOUNDATION RELEASE:

1. Copy of your **State Foundation Release**.
2. Items 2-9 from the above list (if applicable)

There is a minimum 5 working day waiting period for all commercial building permits.

Our office hours are Monday-Friday 8:00 am to 4:00 pm. - Excluding Holidays

Updated 03/15/23



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COMMERCIAL VERIFICATION FORM

This document needs to be signed by the person submitting the Building Permit Application and Plans to the State of Indiana for review.

By signing below I am verifying that the building plans submitted to the White County Building Department, are an identical copy of the final set of plans submitted to the State of Indiana for release of the CDR (Construction Design Release).

Signature: _____

Date: _____