

Office Approval: _____

Permit Number: _____

Permit Fee: _____

Corresponding Hearing: _____



Application for Permit



Owner Information

Is this a rental property? yes / no

Owner: _____

Address: _____

Phone: _____

Email: _____

Site Information

Address: _____

Zoning: _____

Project Information

Type of Construction: _____

Parcel #: _____

Lot/Subdivision (if applicable): _____

Square Footage: _____

Cost of Labor & Materials: _____

Height of Structure: _____

Description of Project:

Applicant Information

Print Name: _____

Phone: _____

Date: _____

Email: _____

Information to turn in with application:

- Copy of Recorded Deed
 - Purchase Agreement, if applicable
 - Owner/HOA Permission, if applicable
- Detailed Site Plan
 - Show existing structures
 - Show easements and utility locations
 - Show setbacks
- Detailed Construction Plans

- Proof of an 811 ticket number prior to excavation
- Proof of sewer, water, and electric connections
- Title and VIN number (manufactured homes)
- Verification that all utilities have been disconnected (demolitions)
- Waste and debris disposal plan (demolitions)
- Asbestos inspection for all eligible structures (demolitions)
- State approved Construction Design Release (commercial and industrial projects)

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CITY OF SCOTTSBURG BUILDING, PLANNING, AND ZONING PERMIT DISCLAIMER AND ACKNOWLEDGMENT OF RESPONSIBILITIES

APPLICANT NAME: _____

By submission of this application and/or issuance of any permit or approval by the City of Scottsburg or the Scottsburg Building, Planning, and Zoning Commission, the **applicant acknowledges and agrees** to the following:

1. **Responsibility for Compliance:** It is the sole responsibility of the applicant, property owner, developer, contractor, or any other affiliated party to ensure that the proposed project complies with **all applicable federal, state, and local laws, rules, regulations, building codes, environmental regulations, and permitting requirements**, including but not limited to those enforced by the Indiana Department of Environmental Management (IDEM), Indiana Department of Homeland Security, U.S. Army Corps of Engineers, and other relevant agencies.
2. **City's Limited Review and Approval:** The issuance of a permit, approval, or any other authorization by the City of Scottsburg or the Building, Planning, and Zoning Commission **does not constitute a certification, guarantee, or approval** that the proposed project complies with any federal or state laws, regulations, or administrative rules. The City's review is limited solely to matters governed by the **Scottsburg Code of Ordinances** and does not extend to state or federal requirements.
3. **Modifications and Amendments:** Any **modification, deviation, or amendment** from the approved plans or project scope **may require the submission of a new application and issuance of a new permit**. The applicant is responsible for discussing any proposed changes with the Executive Director of the Building, Planning, and Zoning Commission **prior to implementing such changes**.
4. **Enforcement and Stop Work Orders:** Any **violation of applicable local, state, or federal law, code, or regulation** may subject the project to enforcement action, including but not limited to the issuance of a **Stop Work Order** by the City of Scottsburg or referral to the appropriate regulatory agency. The City reserves all rights to take action as authorized under law to protect public health, safety, and welfare.

ACKNOWLEDGMENT

By signing below, I hereby acknowledge that I have read, understand, and agree to the above disclaimer. I understand that it is my sole responsibility to ensure full compliance with all legal requirements and that failure to do so may result in enforcement actions or the invalidation of local approvals.

Signature of Applicant: _____

Date: _____

Printed Name: _____