

TOWN OF LOWELL
ACCESSORY STRUCTURE PERMIT INFORMATION

A building permit is required prior to constructing a detached garage or other accessory structure. The following are guidelines for obtaining a building permit.

Planning:

Many issues must be considered when planning to construct an accessory structure on your property. These considerations include but are not limited to the following:

- Side and rear yard setbacks are determined by the zoning of the property. The structure must be sited within the setbacks.
- Detached accessory structures shall be located a minimum of ten feet from any principal building on the lot.
- No accessory building shall be located in whole or in part on or over an easement for utilities, drainage, access, or related purposes.
- Overall size of the structure is limited by town ordinance depending on the type, size and number of structures currently on the property.
- A detached accessory structure shall not exceed the height of the principal structure on the property, or twenty-five feet (25') whichever is less.
- A landing at least as wide as the door and at least three feet in the direction of travel is required at the exterior side of the service door if such a door is included in the design.
- If electrical is included with this permit, the minimum requirements are one GFI protected receptacle and a switch-controlled light at the exterior side of the man door.
- When electric is to be drawn from the existing service panel, the proper burial depth of the conduit/conductors is based on the location of the trench and materials chosen.
- Call **811** or go to **indiana811.org/811now** at least 48 hours prior to and not more than three weeks before digging on site to locate any underground utilities. Markers will be color coded:
 - Electric: Red
 - Sewer: Green
 - Gas: Yellow
 - Telecom: Orange
 - Water: Blue

Application and Drawing Procedures:

An Application for Permit is to be filled out and submitted to the Building Department. This must include:

- Two (2) copies of drawings at $\frac{1}{4}''=1'-0''$ or larger scale showing the construction details of the structure including a floor plan and wall section **OR** fill in the boxes on the wall section and floor plan pages of this packet.
- Two (2) copies of the plat of survey showing the proposed location of the structure, proposed grading plan, silt fence, and showing the proposed location of the electric service line running into the house if electricity will be run to the structure.

Allow a minimum of ten working days for the permit application to be reviewed and approved. A staff member will call you when your permit is ready to be picked up and paid for.

Fees:

- Permit fee: Dependent on size and type of work done.
- Re-inspection fee: \$35.00 to be paid prior to re-inspection if an inspection has failed.
- Cash or checks (made payable to the Town of Lowell) are accepted, but not credit cards.

General Comments:

- The Building Permit must be displayed at the front of the house until the final inspection is passed.
- The stamped town approved plans and survey are to be on the job site at all times.
- Compliance with all codes, ordinances, and inspections is required.
- For garages with a planned driveway, a bond to provide a paved surface driveway is required to be on file before issuance of the permit if the weather conditions are not conducive for immediate placement of paving.
- No structure shall be occupied or used until the final inspection has passed.

Inspections:

It is the responsibility of the homeowner/contractor to schedule the required inspections with the Building Department. A minimum of 24-hour notice is required when scheduling any inspection. Please call (219) 696-5044, Ext. 223, to schedule inspections. When scheduling an inspection, please have the address and permit number available. The following is a list of inspections which are required for an accessory structure:

- Footing Pre-Pour
- Rough Framing
- Final Building
- Final Electric

The following are general guidelines and details on the types of accessory structure inspections:

Footing Pre-Pour:

When to call for inspection: After all excavation has been completed and footing forms and reinforcement have been set, BEFORE any concrete has been poured.

- Depth and width of the excavation and size and placement of reinforcement bars will be examined.
- The location of the structure is checked to ensure that it is being placed in the correct location.
- The setbacks are checked from the property lines to ensure the structure is located out of the easement and setback areas.

Rough Framing

When to call for inspection:

- When the rough frame has been completed up to and including roof and wall sheathing, before any finish materials are applied. We confirm that the framing is per the approved plans and according to code.

Final:

When to call for inspection: When the building is complete.

- At this inspection we confirm that the structure is completed including the paint, roofing, and all finish materials.
- Any installed electric will be checked for code compliance.
- Driveway must meet driveway requirements.