



NEW RESIDENTIAL OR COMMERCIAL BUILDING PERMIT APPLICATION NEW STRUCTURES ONLY

The Town of Whiteland requires a building permit for any building/land improvements that exceed \$500. Permits are required to be obtained before any construction. New building permits may be obtained at Whiteland Town Hall, 549 E. Main St., Monday – Friday between 8 am -12 pm and 1 pm – 5pm. Permit applications may also be downloaded from the website at www.townofwhiteland.com.

INITIAL STEPS

When submitting a New Build Residential//Commercial Permit Application please be sure to include all the following items:

- The application– Make sure that all items are completed, and the application is signed.
- Include a site layout showing the location, dimensions, and distances from the property line and other buildings.
- Include construction plans, if applicable.
- Submit the application and accompanying documents to Whiteland Town Hall, Attention: Planning Department, 549 E. Main St., Whiteland, IN 46184 or email to bpatrick@whiteland.in.gov

NO FEES ARE DUE OR WILL BE ACCEPTED AT THE TIME OF APPLICATION

After submission, please allow 5-10 business days for review. Depending on the location, a site visit may need to occur prior to issuance of a permit. Our inspection team will reach out to you to schedule a time to meet on-site. You will be notified if your permit has been approved or denied.

NEXT STEPS

Approved

- When notified that your permit is approved you will be given a permit fee. In order to pick up your permit you will need to bring cash, check or a money order made payable to the Town of Whiteland. Credit cards are accepted, but you will be charged a processing fee. Permits may be picked up from the Town of Whiteland – Town Hall, 549 E. Main St., Whiteland, IN 46184. Town Hall is open Monday – Friday, between 8 am – 12 pm and 1 pm – 5 pm.
- Post your permit in a conspicuous location, visible from the street, and leave in place during the entire period of construction.
- Refer to the Inspection table located within this packet and schedule inspections accordingly to ensure compliance.

*Permits shall expire if active work has not commenced within 60 days of the date of issuance. If construction has not been completed within one year of the date of issuance, the permit shall expire, and a new permit application must be filed and fees paid.

Denied

- If denied, you will be given a reason as to why your permit was denied.
- Re-submission can occur at any time after appropriate changes are made.

KEEP THIS PAGE FOR YOUR RECORDS

If you have any questions regarding the permit application or the process, please contact the Planning Department at (317) 535-5531 or email bpatrick@whiteland.in.gov



**NEW RESIDENTIAL OR COMMERCIAL BUILDING PERMIT APPLICATION
NEW STRUCTURES ONLY**

Permit #: _____

Location of NEW Build			
Street Address			
Projected Start Date			

Property Owner Information			
Property Owner Name			
Property Owner Address	City	State	Zip
Primary Phone	E-mail		

Project Contact Information			
Contractor Name			
Contractor Address	City	State	Zip
Primary Phone	E-mail		

Type of Improvement		
<i>Type of Structure</i>	<i>Type of Work</i>	<i>Use of Proposed Structure</i>
<input type="checkbox"/> Principle <input type="checkbox"/> Accessory <input type="checkbox"/> Garage <input type="checkbox"/> Storage <input type="checkbox"/> Parking (Concrete/Asphalt) <input type="checkbox"/> Other _____ _____	<input type="checkbox"/> New <input type="checkbox"/> Land Alteration <input type="checkbox"/> Other _____	<input type="checkbox"/> Single Family Residential <input type="checkbox"/> Two-Family Residential <input type="checkbox"/> Multi-Family Residential

Utilities
Water Supply
Sewage Disposal
Electrical Power
Plumbing Contractor & License #

Structural Characteristics		
Total Area (sq.ft)		
Total Number of Floors	Number of Rooms	Height of Structure
Total Number of Parking Spaces		Total Value of Construction

Special Flood Hazard Area (SFHA) Data		
Flood Zone Classification	Base Flood Elevation	Lowest Floor Elevation

Permits & Approvals			
<input type="checkbox"/>	Indiana Homeland Security	<input type="checkbox"/>	Sanitary Tap Fee
<input type="checkbox"/>	IDEM	<input type="checkbox"/>	Zoning Variance
<input type="checkbox"/>	IDNR	<input type="checkbox"/>	Zoning Amendment
<input type="checkbox"/>	HOA approval (if applicable)		

AFFIDAVIT OF APPLICANT

1. Work may not be started before a permit has been issued and posted, or available on site.
2. The permit will be considered VOID if work has not begun within 60 days of issuance.
3. The permit must be posted on site in a conspicuous location, visible from the street, and must remain in place during the entire period of construction.
4. If any changes or deviations are made from the original application, the Planning Department must be notified immediately.
5. The undersigned is responsible for erosion and sediment control plan.
6. The undersigned agrees to comply with 327 IAC 15-5 for any land disturbing activities.
7. The undersigned owner or agent understands that the approval of this application does not constitute a privilege to violate any applicable government ordinances, codes or laws. In addition, any omission or misrepresentation of fact, with or without intention of the undersigned, or any alteration or change from revocation of any permit issued which was based on the approval of this application.
8. The Town of Whiteland does not have the authority to enforce subdivision covenants or local homeowners' association covenants.

Applicant's Name (Printed)
Applicant's Signature
Date

OFFICE USE ONLY			
Zoning Review			
Received	Approved By	Approval Date	Comments
Stormwater Review			
Received	Approved By	Approval Date	Comments
Building Review			
Received	Approved By	Approval Date	Comments
Fire Department Review		Water Department Review	
WWTP Review		Police Department Review	
Site Inspection			
Signature		Date	
Permit Fee		Date Received	
Receipt Number		Date Issued	
Permit Number		Date Denied	
Signed	Title	Date	



Town of Whiteland Building Permit Guide

These are summaries and the property owner and contractor, if applicable, shall be required to review all standards, specifications, and ordinances of the Town of Whiteland. The Town's standards and specifications can be found in the Town of Whiteland Design Standards and Specifications Manual and the Whiteland Typical Construction Guidelines and Details. Both of these documents can be found on the Town of Whiteland website, www.townofwhiteland.com. If your subdivision has a homeowner's association (HOA), an approval letter from the HOA is required before a permit will be issued. The contractor performing the work for the building permit shall follow all Town of Whiteland standards and specifications; and it will be their responsibility to research the standards and specifications. No work that goes against the Town of Whiteland's standards and specifications will be performed without the review and written permission from the Town of Whiteland.

Required Inspections	
The permit holder is required to call in for all applicable inspections.	
NEW RESIDENTIAL OR NEW COMMERCIAL	
Footing	Must be open trench
Slab	Plumbing installed before covering Electric installed before covering
Rough-Ins	ALL INSTALLED FOR VIEWING BEFORE DRYWALL Heating/Cooling Plumbing Electric Framing
Final	Finished product
EXISTING RESIDENTIAL	
Remodel	Rough-In & Final inspection. See above.
Additions	Footing, Slab, Rough-Ins & Final inspection. See above.
Driveway/Driveway Extensions	After subgrade is complete & forms installed.
Fences	Initial site inspection to verify placement.
Sheds/Mini Barns/Garages	Foundation, Rough-In & Final. See above.
Patios & Decks	Initial site inspection to verify placement.
Swimming Pools	Initial site inspection to verify placement.
To schedule inspections, Please call Billy Patrick 317-474-4943	

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APPLICATION FOR RESIDENTIAL UTILITY SERVICES

PLEASE SUBMIT ID WITH APPLICATION FOR ALL APPLICANTS

Applicant Information

Last Name		First Name	
Driver's License Number	Issuing State	Date of Birth (mm/dd/yyyy)	SSN/FEIN
Employer Name	Primary Phone		Email Address

Co-Applicant Information

Last Name		First Name	
Driver's License Number	Issuing State	Date of Birth (mm/dd/yyyy)	SSN/FEIN
Employer Name	Primary Phone		Email Address

A spouse is never presumed to be a co-applicant. No information may be shared with anyone that is not listed on this application

Service Location

Account Type: <input type="checkbox"/> Owner <input type="checkbox"/> Tenant			Possession Date (mm/dd/yyyy)
Service Address			
Mailing Address (if different from Service Address)	City	State	Zip

If Tenant at Service Location

*** \$150 Rental Deposit required before move-in**

Landlord Name		Phone Number	
Landlord Address	City	State	Zip

Utility Bills and Automatic Payments: Your first bill for the Town of Whiteland will be a paper bill.

If you would like to register for ebills and automatic payments of your utility charges or would like to pay online, you will need to visit www.townofwhiteland.com and register for online bill pay.

For more information about the automatic billing options, please contact the Utility Office.

Emergency Alerts: The Town of Whiteland has implemented a system for contacting residents in the event of an emergency such as boil water advisories, road closures, etc. If you would like to sign up for emergency alerts from the town, you will need to register your email or phone number with the Utility Office. We also post emergency information on our website and Facebook page.

Town of Whiteland Emergency Alert Preference (Choose Email and/or text/phone)		
<input type="checkbox"/>	E-Mail Address	
<input type="checkbox"/>	Telephone	
<input type="checkbox"/>	Text Message	Sign up for text alerts by texting ALERT to 22300
<input type="checkbox"/>	Opt-out of Emergency Contact Program	

In consideration for receiving water, sewer, stormwater, fire hydrant and / or trash service from the Town of Whiteland at the above location, I hereby acknowledge responsibility for payment of service billing. Accounts are billed on a monthly basis and payment by the indicated due date is required to prevent interruption of service. Also, failure to receive a bill does not excuse payment or penalties. I am responsible for water, sewer, stormwater, fire hydrant and / or trash service until the account is closed.

**By typing my name below, I understand and agree that this form of electronic signature has the same legal force and effect as a manual signature.*

*Applicant Signature** *Date (mm/dd/yyyy)* *Co-Applicant Signature* *Date (mm/dd/yyyy)*

Office Use Only				
Received / Completed By				Date
Deposit Amount	Payment Type <input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Money Order <input type="checkbox"/> Credit/Debit Card			
Customer Account Number	Code	Route	Sequence	Trash Code
Meter ID Number	Storm Code	Fire Hydrant Code	Reading	

TERMS AND CONDITIONS

Rental Deposit: The Town of Whiteland requires a deposit on rental /lease accounts. Deposits are \$150.00 per account, per location. The deposit will be applied to the resident's final utility bill, unless zeroed or full amount is not used, in such case an amount will be refunded back to the resident. Furthermore, it is the responsibility of the customer to give notification to the Town when services are no longer desired. The resident is responsible regardless of occupancy status. The Town of Whiteland is not responsible for loss of bills.

Billing Cycle: Bills are issued on a monthly basis. The billing due date is the 20th of each month, unless the 20th falls on a holiday/weekend, in which case the billing date will fall on the next business day. Due dates are not adjustable. We bill two months behind.

Payment Options:

- Mail payment to the Utility Office at the address provided on the bill.
- Secure drop box located at Town Hall (549 E Main St)
- In person during regular business hours.
- Online at www.townofwhiteland.com

Payment Terms:

Failure to receive a bill does not exempt penalties or disconnection for non-payment. The Town is not responsible for late remittances made through the mail.

Late Penalty: A late penalty of 10% of water charges and 10% of sewer charges will be added to your current bill amount if not paid in full by 8:00 AM on the business day following the due date.

Disconnect Policy: All accounts will receive a Final Notice of Disconnection tag at least one (1) day prior to the disconnect day. If payments have not been made by 9:00 AM on the disconnect day, services will be disconnected. Service will be reconnected after payment of the delinquent balance and a reconnection fee of \$50.00 during normal business hours or \$75.00 after normal business hours.

Returned Payments: All rejected payments will be charged a \$35.00 fee. When notice is received of a rejected payment, a "Returned Check Notice Tag" will be placed at the property. The account balance plus the rejected payment fee must be paid within three (3) business days of receiving notice or services will be disconnected.

Termination of Service: A disconnect form must be completed. Only an account holder listed on the account may terminate service. Verification of account information will be required prior to termination. Service will be terminated the next business day, or later as requested, excluding weekends and holidays.

A final reading will be taken on the requested termination date, excluding weekends and holidays. A final bill or deposit refund will be mailed, two months after move-out, to the forwarding address provided.

Reinstated Service: Accounts with outstanding balances will be required to pay the entire balance before service is reinstated or a new service can be established at the service address. Additional deposits may be required at the time of reinstatement.

Water Leak Policy: If a water leak is found on the customer's side of the meter, it is the customer's responsibility to have the leak repaired immediately. The Town of Whiteland has the right to turn water service off until such time the customer repairs the leak. A leak adjustment may be granted after evidence is provided and confirmed that the leak has been repaired and is eligible for an adjustment on some charges.

Emergency Alerts: The Town of Whiteland has implemented a system for contacting residents in the event of an emergency such as boil water advisories, road closures, etc. If you would like to sign up for emergency alerts from the town, you will need to register your email or phone number with the Utility Office. Once a phone number is registered, you can sign up for text alerts by texting ALERT to 22300. We also post emergency information on our website and Facebook page.

Hours of Operation: Normal business hours for the Utility Office are:
Monday - Friday
8:00 AM - 12:00 PM
1:00 PM - 5:00 PM
Offices are closed for lunch between 12:00 - 1:00 PM

For more information, please visit our website: www.townofwhiteland.com or contact our office at 317.535.5531