

PROCEDURE FOR IMPROVEMENT LOCATION PERMIT

The first contact should be with the Logansport and Cass County Plan Commission office at the Cass County Government Building at 200 Court Park, Logansport, Indiana 46947. The personnel at the Plan Commission office will assist you in determining which applications and processes are appropriate for the use or project that you are proposing. They can also give you the information regarding the jurisdiction requirements and agencies or departments that will need to review your plans.

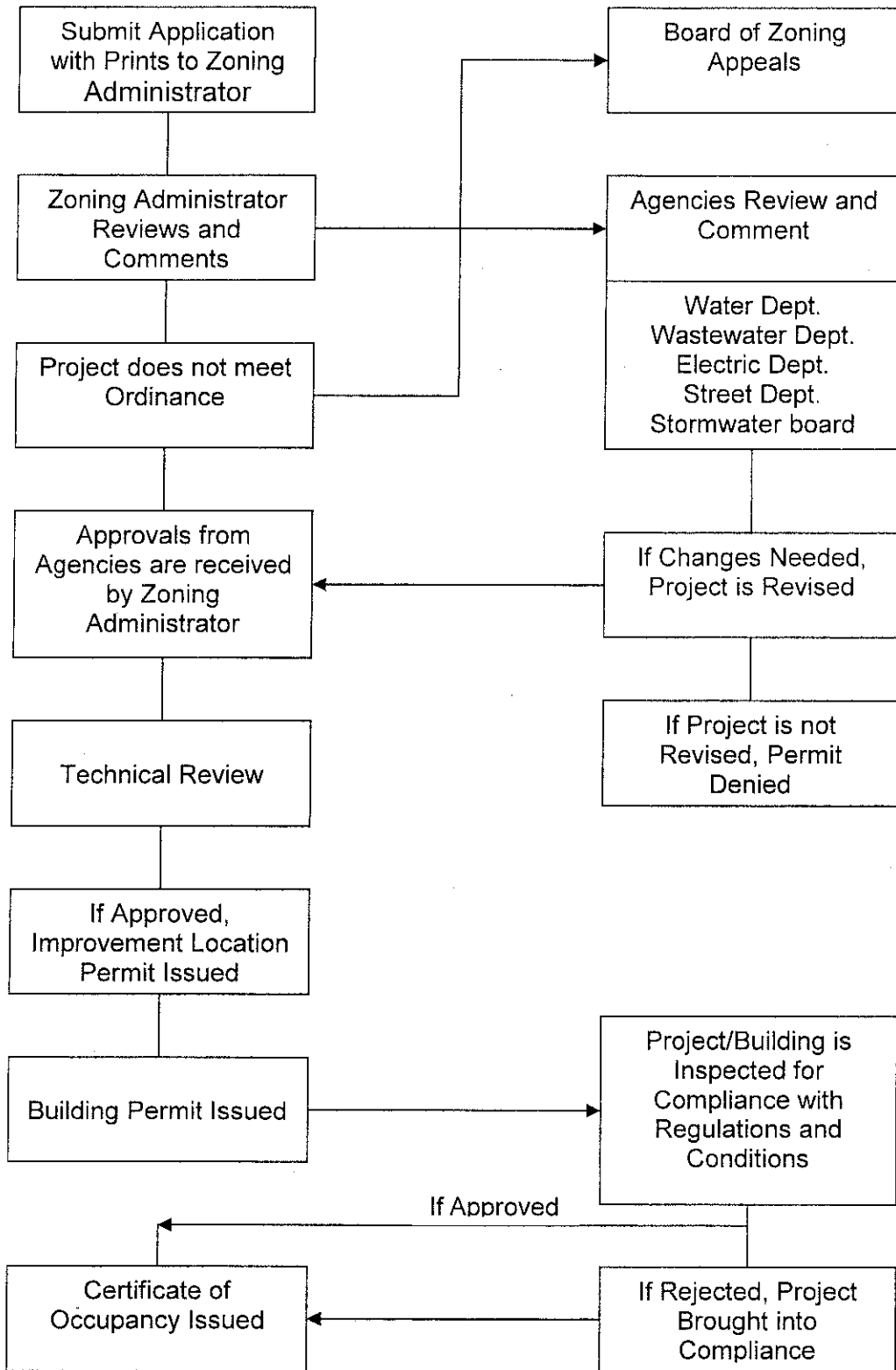
Logansport has a joint City-County Plan Commission office which serves both the City of Logansport and the jurisdictional fringe, the unincorporated area of Cass County, and the Town of Walton and the jurisdictional fringe. Logansport, Cass County, and Walton each have separate Plan Commissions and Boards of Zoning Appeals for their jurisdictions for zoning and subdivision approvals. Improvement Location Permits are required in both Logansport and Cass County. The State requires building inspections for commercial and industrial projects.

The Zoning Administrator will issue the Improvement Location Permit for all structures and uses that are required by ordinance to secure such permits. The Zoning Administrator and Building Commissioner are located at City Hall, 601 East Broadway, Logansport, Indiana 46947.

The process for an Improvement Location Permit is shown on the attached flowchart diagram. In order for all affected agencies and departments to be aware of development proposals and to determine whether any impacts will occur due to the project, a routing sheet process has been designed to allow review of projects. Once the Improvement Location Permit application has been completed, a routing sign-off sheet will be attached with agencies and departments listed. The applicant is responsible for taking the routing sheet to the departments to review the proposal and sign off once the agency has been satisfied that the project will not cause a problem with their utility or department and clears the permit. The routing sheet is brought back to the Zoning Administrator once the departments and agencies have signed off on the project for the issuance of the permit, as long as all other zoning and subdivision ordinances are complied with.

The Building Commissioner should be contacted regarding the permit requirements for structures and electrical, plumbing and mechanical improvements prior to any construction. The Building Commissioner is located in City Hall, 601 East Broadway, Logansport, Indiana 46947.

APPROVAL PROCESS FOR IMPROVEMENT LOCATION PERMITS



This list has been prepared to assist the public when planning to purchase a lot or build or remodel in Logansport or its jurisdictional area. The purpose of the procedures and permit requirements are for all City Departments, Utilities, and regulatory agencies to review all building projects. If a project does not directly affect an individual department, they will be aware of and sign off the permit application.

The first contact should be made with the Logansport/Cass County Planning Department located in the Cass County Government Building, 200 Court Park, Logansport, Indiana 46947, telephone 219/753-7777. The attached approval process flow chart shall be used for all permit applications.

The applicant shall do the following:

- ___1. Complete the Improvement Location Permit application and pay appropriate fees per the attached schedule
- ___2. Prepare the site plan/location map
- ___3. Comply with all regulations of the Logansport Zoning Ordinance and Logansport Subdivision Control Ordinance
- ___4. Receive Board of Zoning Appeals approval, if applicable
- ___5. Take the Routing Sign-Off Sheet to get approvals
- ___6. Consult with Logansport Stormwater Management Board for stormwater drainage information in Logansport, or the Cass County Drainage Board in unincorporated Cass County
- ___7. Determine projects comply with the storm drainage and erosion control policy in Section 313 of the Zoning Ordinance
- ___8. Consult with the Cass County Soil & Water Conservation District office for wetlands regulation information
- ___9. Determine that the proposed building lot complies with 327 IAC 15-5 (Rule 5) erosion control requirements, if project is over five acres
- ___10. Check existing records and maps for water, sanitary sewer, and electric line location and/or availability at Logansport Municipal Utilities office
- ___11. If in an area where sanitary sewer service is not available, refer to the County Health Department for the requirements of the installation of a single-family on-site sewage disposal system. Commercial/industrial wastewater disposal systems will require State Department of health approval.
- ___12. Apply for a curb cut or driveway permit by the City Street Department
- ___13. If outside the municipal limits of Logansport, or on a State Highway, apply for a driveway approval by the County or State Highway Department to

determine the need for a culvert at the entrance and to check for adequate site distance.

- ___ 14. Receive technical review with Planning staff in accordance with Section 902.03 in the Logansport Zoning Ordinance.
- ___ 15. Receive an Improvement Location Permit before construction.
- ___ 16. Obtain an address for new construction.

After all of these procedures have been followed, the required approvals and the issuance of permits must be obtained before the start of construction or excavation. Certificate of occupancy can be issued once construction and inspection is complete.

Adopted Date:

Revised Dates:

The following inspections are required by the office of the Logansport Building Commissioner, Logansport, Indiana, to comply with the State of Indiana Fire and Building Services:

A. FOUNDATION AND FRAMING

1. Foundation Inspection
Commonly made after poles or piers are set or trenches or basement areas are excavated and forms erected and any required reinforcing steel is in place and prior to the placing of concrete.
2. Frame and Masonry Inspection
Commonly made after the roof, masonry, all framing, firestopping, and bracing are in place and all electrical pipes, chimneys, and vents are complete.
3. Driveway Culvert Pipe Inspection
Commonly made after culvert pipe has been installed according to the City Street or County Highway Department's specifications.

B. PLUMBING, MECHANICAL AND ELECTRICAL

1. Rough Inspections:
Commonly made prior to covering or concealment and before fixtures are set.

C. FINAL INSPECTION

1. Final Inspection:
Commonly made after building is completed.
2. Anchorage (tie-downs) of all manufactured mobile homes including those on permanent foundations.

Work shall not be done on any part of the building or structure beyond the point indicated in each successive inspection.

APPLICATION FOR IMPROVEMENT LOCATION PERMIT
Logansport/Walton/Cass County

The current Zoning Ordinances for Logansport, Walton, and Cass County all specify that no structure or land use shall be located, erected, constructed, reconstructed, moved, altered, converted, or enlarged; nor shall any structure or land be used, except in full compliance with all provisions of the Ordinance and after the lawful issuance of all permits and certificates required by the Ordinance.

The application for such permit must be accompanied by one copy of a site plan as specified in Section 902 of the Ordinance.

Application for a commercial, industrial, public or institutional building, or addition to such a building, shall be accompanied by complete construction drawings approved by the Indiana Department of Fire and Building Services.

Property Owner of Record: _____
Mailing Address: _____ Phone: _____
City, State, Zip: _____
Proposed Project: _____ Township: _____
Project Location: _____

(Address or Lot Number) (Street) (Sub division) (City or Town)
Along Road: _____ At or between roads: _____ Side (N, S, E, W)
Dimensions of Property: _____ Total Area _____
Dimensions of Improvement: _____ Total Area _____
Cost of Project at current fair market value: \$ _____

The undersigned hereby certifies that all construction or alteration, or any change in use of land or structures requested by this application will comply with all applicable City, County, State and Federal regulations.

The undersigned hereby certifies that the completed project will conform to the site plan presented by the applicant.

The undersigned hereby certifies that he/she understands that it is not the intention of this Ordinance to interfere with or amend any existing easements, covenants, or other agreements between parties, nor is it the intention of this Ordinance to repeal, abrogate, annul, or in any other way, interfere with any existing provisions of laws or ordinances.

The undersigned hereby certifies that he/she understands the structure(s) and/or land use may not be occupied without receipt of the signed Certificate of Occupancy.

And, if applicable, the undersigned further certifies that the Logansport Development Manual was received.

Signature of Owner or Authorized Agent: _____
Date: _____

TO BE COMPLETED BY A DESIGNEE OF THE _____ PLAN COMMISSION:

ORDINANCE CLASSIFICATION OF PROJECT: _____
ZONING CLASSIFICATION OF PROPERTY: _____
FLOOD PLAIN DESIGNATION: _____
DOES THE PROPOSED PROJECT CONFORM TO THIS ZONING CLASSIFICATION? _____
HAS RECEIVED PERMIT FROM COUNTY HEALTH DEPT? _____ PERMIT NO. _____
HAS RECEIVED PERMIT FROM LOGANSPORT MUNIC. UTILITIES? _____ INVOICE NO. _____
COMMENTS REGARDING SITE PLAN: _____

DISPOSITION:

APPLICATION APPROVED: _____ BY: _____ DATE: _____
PERMIT NUMBER: _____ PERMIT FEE: \$ _____ RECEIPT # _____
APPLICATION DENIED: _____ BY: _____ DATE: _____
REASON: _____

NUMBER: _____

PROJECT ROUTING SIGN-OFF SHEET

PROPERTY OWNER _____

ADDRESS _____

DEVELOPER/AGENT _____

ADDRESS _____

PROJECT _____

PROJECT LOCATION _____

A routing system is needed in order to alert all agencies associated with projects that include new construction, renovation, additions, and demolition.

WATER DEPT. _____

COMMENTS: _____

WASTEWATER DEPT. _____

COMMENTS: _____

STORM WATER _____

COMMENTS: _____

STREET DEPT. _____

COMMENTS: _____

ELECTRIC DEPT. _____

COMMENTS: _____

NIPSCO _____

COMMENTS: _____

GTE _____

COMMENTS: _____

CABLE T.V. _____

COMMENTS: _____

HEALTH DEPT. _____

COMMENTS: _____

PLANNING _____

COMMENTS: _____

ZONING ADMINISTRATOR _____

COMMENTS: _____

BUILDING COMMISSIONER _____

COMMENTS: _____

OTHER _____

COMMENTS: _____

**LOGANSPORT COMMUNITY DEVELOPMENT
AGENCY LIST**

Logansport/Cass County Planning Department
200 Court Park
Cass County Government Building
Logansport IN 46947 219/753-7777

Logansport/Cass County Zoning Administrator
601 East Broadway
City Building
Logansport IN 46947 219/753-4023

Logansport Municipal Utilities
601 East Broadway, #101
City Building
Logansport IN 46947 219/753-6231

Logansport Building Commissioner
601 East Broadway
Logansport IN 46947 219/753-4381

Logansport Street Department
612 Race Street
Logansport IN 46947 219/753-4610

Logansport Stormwater Management Board
c/o Klaus Hemberger
601 E. Broadway, City Building
Logansport IN 46947 219/753-6231

Cass County Surveyor's Office
200 Court Park
Cass County Government Building
Logansport IN 46947 219/753-7840

Cass County Department of Health
200 Court Park
Cass County Government Building
Logansport IN 46947 219/753-7760

GTE
329 South Fifth Street
Logansport IN 46947 800/483/4600

NIPSCO 800/422-6199

Marcus Cable TV
800 Water Street
Logansport IN 46947 219/753-6341

Underground Utilities Notification 800/382-5544

As per Ordinance 95-30, the following fees are hereby established for the issuance of Improvement Location Permits/Certificates of Occupancy, Zoning Permits and to cover the cost of review of petitions to the Logansport Plan Commission and Board of Zoning Appeals/Hearing Officer, and other related costs:

A. Residential

| | | |
|--|---------|---|
| Single Family Dwelling (Includes electrical inspection fee) | \$50.00 | |
| Single Family Dwelling over 2,000 SF (includes electrical inspection fee) | \$50.00 | + 1 ½ cents per SF for all over 2000 SF floor area |
| Multi-family Dwelling (Includes electrical inspection fee) | \$50.00 | 1 st unit + \$20.00 for each additional unit |
| Addition to Dwelling | \$20.00 | up to 200 SF floor area plus 2 cents per SF for over 200 |
| Garage or Carport | \$9.00 | Per car space |
| Accessory Building and Structures | | 1 ½ cents per SF with a \$10.00 minimum |
| In-ground Pools (including related structures) | \$2.00 | per \$1,000 of contract or fair market value if owner build with a \$5.00 minimum |
| Razing Structures | \$10.00 | no charge if demolition is part of new construction project |
| Mobile Home Park | \$50.00 | + \$5.00 per mobile home space |

B. Commercial, Public, and Semi-public
(new and additions)

| | | |
|---------------------------------|---------|--|
| Up to 2500 SF floor area | \$60.00 | |
| 2500 SF to 10,000 SF floor area | \$80.00 | |
| Above 10,000 SF floor area | \$80.00 | +2 cent per SF over 10,000 SF with maximum fee \$500 |
| Razing Structure | \$30.00 | no charge if demolition is part Of new construction |

C. Industrial

(new and additions)

| | | |
|---------------------------------|----------|---|
| Up to 2500 SF floor area | \$85.00 | |
| 2500 SF to 10,000 SF Floor area | \$100.00 | +2 cents per SF over 10,000 SF with Maximum fee \$750 |
| Razing Structure | \$30.00 | no charge if demolition is part of new construction |

D. Subdivisions

(with submission of preliminary plat)
(petitioner to bear costs of notification)

| | | |
|-------------------|----------|-------------------|
| Minor Subdivision | \$50.00 | |
| Major Subdivision | \$100.00 | + \$10.00 per lot |
| Vacation of Plat | \$50.00 | |

E. Sign - Non-illuminated

| | | |
|------------------------------|---------|--|
| Up to 32 SF NIC | N/C | |
| 32 SF to and including 64 SF | \$12.00 | |
| More than 64 SF | | 25 cents per SF with a \$50.00 maximum |

F. Signs - Illuminated

(internal or external)

| | | |
|------------------------------------|----------|------------------------------|
| Up to 32 SF | \$15.00 | |
| 32 SF to and including 64 SF | \$25.00 | |
| More than 64 SF | 50 cents | per SF with a \$100 maximum |
| Portable, mobile, or "tow-in" sign | \$15.00 | Permit fee good for one year |

G. Remodeling Fees

| | | |
|-------------|--------|---|
| Residential | \$3.00 | per \$1000 of value with a \$5 minimum and \$35 maximum |
|-------------|--------|---|

| | | |
|----------------|---------|--|
| Commercial | \$15.00 | +\$1000 of value or fraction Thereof with a maximum of \$500.00 |
| Industrial | \$25.00 | +\$2.00 per \$1000 of value or Fraction thereof with a Maximum of \$750.00 |
| All other uses | \$3.00 | per \$1,000 of value with a \$5.00 minimum and a \$35.00 |

H. Petition to the Board of Zoning Appeals/Hearing Officer
(petitioner to bear costs of notification)

| | | |
|--|---------|--|
| Use Variance | \$35.00 | |
| Special Exception | \$35.00 | |
| Variance from Developmental Standards | \$35.00 | |
| Appeal of Administrative Decision | \$35.00 | |

I. Petition to Plan Commission
(petitioner to bear costs of notification)

| | | |
|------------------------------|----------|-----------------------|
| Amendment of the Zoning Maps | \$55.00 | |
| Planned Development | \$100.00 | +\$10.00 per unit/lot |
| Development Plan | \$35.00 | |
| Overlay Districts | \$55.00 | |

J. Temporary Use

| | | |
|----------------------|---------|--|
| Temporary Use Permit | \$35.00 | |
|----------------------|---------|--|

K. Home Occupation

| | | |
|------------------------|---------|--|
| Home Occupation Permit | \$10.00 | |
|------------------------|---------|--|

L. Change of Occupancy

| | | |
|---------------------------|---------|--|
| Commercial and Industrial | \$25.00 | |
|---------------------------|---------|--|

M. Garage Sales

| | |
|--------------------|--------|
| Garage Sale Permit | \$2.00 |
|--------------------|--------|

N. Electrical Inspections

| | |
|-------------|---------|
| Residential | \$10.00 |
|-------------|---------|

| | | |
|---------------------------|--------|--|
| Commercial and Industrial | \$4.00 | per \$1,000 of electrical Contract with a minimum of \$15 and a maximum of \$100 |
|---------------------------|--------|--|

O. Comprehensive Plans, Ordinances, and Maps

| | |
|-------------------------------|---------|
| Logansport Comprehensive Plan | \$10.00 |
|-------------------------------|---------|

| | |
|------------------------------|---------|
| Logansport Thoroughfare Plan | \$10.00 |
|------------------------------|---------|

| | |
|-----------------------------|---------|
| Logansport Zoning Ordinance | \$10.00 |
|-----------------------------|---------|

| | |
|---|---------|
| Logansport Subdivision Control Ordinance | \$10.00 |
|---|---------|

| | |
|------------------------|--------|
| Logansport Zoning Maps | \$5.00 |
|------------------------|--------|