



Community Development Services
City of Greenwood
300 South Madison Avenue
Greenwood, IN 46142
317.887.5230
www.greenwood.in.gov

**RESIDENTIAL ACCESSORY
STRUCTURES**

**SHEDS
DETACHED GARAGES**

PERMIT APPLICATION REQUIREMENTS

5-7 Business Day Review Time

WE DO NOT OFFER ANY KIND OF EXPEDITING

WE ARE NOW ACCEPTING ELECTRONIC SUBMITTAL THROUGH EMAIL.
ALL DOCUMENTS SHOULD BE IN .PDF FORMAT.

Please send all required items below to building@greenwood.in.gov.

- ☐ **Application Form** – All items must be completed and the application must be signed.
- ☐ **Submittal Checklist** – All items must be fully completed.
- ☐ **Site Plan (8 ½”x11” or 11”x17”)** – Must show the location and dimensions of the structure you are proposing and the distance from the structure to property lines and the main house. Show known easements & setbacks. This can be done by just using a copy of the plot plan/mortgage survey, or you may draw this plan yourself. **NO STRUCTURE MAY BE PLACED IN AN EASEMENT WITHOUT APPROVAL FROM THE BOARD OF PUBLIC WORKS AND SAFETY.**
- ☐ **Construction Plans & Specifications (8 ½”x11” or 11”x17”)** – If this is a pre-fabricated storage building 200 sf or less in size, a product brochure with pictures and specifications is sufficient. Otherwise, complete construction plans should be submitted. Drawings may be done professionally or drawn by hand and should include the following:
 1. **Basic Floor Plan** showing dimensions, doors, windows and, if applicable, electric service location, heating equipment, plumbing plan and isometric.
 2. **Basic Elevation(s) View** showing directional views with dimensions from existing grade to peak, windows and doors, material finishes, etc.
 3. If field framing, multiple trusses, or directions are being used, **Roof Framing Plan** showing rafters/trusses, ridge, supporting beams, and posts/columns with sizes, dimensions, and spacing information.
 4. If applicable, a **Foundation Plan** showing dimensions of the layout and specifications of footings, column piers/pads. All foundations will require a footing inspection.
 5. If applicable, **Certified Truss/Engineered Beam** drawings and specifications.
 6. **Typical Wall Section** which shows foundation details, wall details, structure and connection details, roof framing details, dimensioning and specifications, and, if heated, insulation specifications.

FEES DUE AT TIME OF PERMIT ISSUANCE

Garage or Accessory Building	\$0.10 per square foot, minimum \$50
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For further information regarding zoning regulations and design standards, please refer to the City’s Unified Development Ordinance available on our website at

<https://www.greenwood.in.gov/division/blocks.php?structureid=97>.



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APPLICATION FOR BUILDING PERMIT

PERMIT NO.: _____

Application is hereby made for a permit to improve premises as described herein as shown in the accompanying plans and specifications, which improvement is to be located as shown on the accompanying plot plan. The information which follows and the accompanying plans, specifications and other information with the representations therein contained, are made a part of this application in reliance upon which the Planning Commission of the City of Greenwood is requested to issue a location improvement permit.

It is understood and agreed by this Applicant that any error, misstatement or misrepresentation of material fact, either with or without intention on the part of this Applicant, such as might or would operate to cause refusal of this application, or conditional approval thereof, or any material alteration or change in the accompanying plans, specifications or improvements subsequent to the issuance of a permit in accordance with the application, without the approval of the Planning Commission shall constitute sufficient ground for the revocation of this permit.

All building construction work, alterations, repairs, or mechanical installations and appliances connected therewith and other work necessary to complete the following improvement, shall comply with the State Building Rules and Regulations, local ordinances and such other statutory provisions pertaining to this class of work, and such rules, regulations, ordinances and provisions shall be considered a part of specifications, whether specified herein or not.

1) Date of Application _____ Date Approved _____ Date Issued _____

2) Name of Applicant _____

Phone Numbers: Home or Office _____ Cell _____

Email: _____

3) Address of Location to be Improved _____

Lot Number _____ in _____ Subdivision

4) Kind of Building Permit **REACC** – Accessory Building
GARAR – Detached Garage

5) Size of Structure _____ TOTAL sq. ft.

7) Approximate Price of Project \$ _____

8) Does an active Homeowner's Association exist for this property? ☐ YES ☐ NO

If yes, has the Homeowner's Association been notified about your project? ☐ YES ☐ NO

If yes, what was the Homeowner's Association's determination? ☐ APPROVED ☐ DENIED

☐ NOT YET DETERMINED

9) Name and address of building contractor (If applicable): _____

10) Contact Person (if different than applicant): _____

Phone Numbers: Home or Office _____ Cell _____

Email: _____

Staff Use	
PERMIT FEE	\$ _____
TECH FEE (1)	\$10.00
TOTAL FEE	\$ _____

The undersigned represents that such work shall start within 90 days and will be completed without delay; that said improvements will be finished in a good workmanlike manner. Should said work not start in good faith within 90 days, the undersigned understands this application will be void and of no force or effect whatever. The above information, to my knowledge and belief, is true and correct:

SIGNATURE OF APPLICANT: _____

SIGNATURE OF BUILDING COMMISSIONER: _____

(or designated representative)

Submittal Checklist

Residential Detached Garages and Accessory Structures

Community Development Services

_____ Sq. Ft. **Size of Proposed Structure**

_____ Feet **Height of Proposed Structure**

_____ Feet **Height of Peak of Main Residence from Grade**

☐ Class 1 **What Class is your proposed structure?** (See Table B-1 for Dimensional Requirements)

☐ Class 2 Class 1 = 200 sf or less ground level area without a permanent foundation.
Class 2 = 201 to 721 sf ground level area or on a permanent foundation.

☐ Class 3 Class 3 = Larger than 721 sf ground level area.

_____ Feet **Distance of proposed structure from primary structure (house)?**
Detached garages must be a distance of at least 6'-0" from the primary structure per the 2003 International Residential Code and Indiana Amendment Section R309.5.1.

☐ Yes ☐ No **Will the proposed structure's architectural design and construction material harmonize with the primary structure?**

The City must verify that the exterior materials and architectural character of proposed improvements conform to the requirements of the subdivision covenants.

☐ Yes ☐ No **Are you planning to have a monolithic poured slab with foundation?**

If Yes, the structure cannot exceed 721 sf.

A structure greater than 721 sf must have a standard foundation.

(Structure Design Reference A)

☐ Primary Service

☐ New Service

☐ N/A

Will you be running any electrical circuits from the service of your primary structure, or will you be setting a new service?

(Structure Design Reference D)

☐ Yes ☐ No **Will the structure be heated?**

If Yes, the structure will be required to meet the new Energy Code.

(Structure Design Reference E)

☐ Yes ☐ No **Will the structure include any plumbing?** (Structure Design Reference F)

☐ Yes ☐ No **If a detached garage, will it have a non-combustible, solid-surface floor sloped toward an approved floor drain or the vehicle entry door?**

2003 International Residential Code and Indiana Amendment Section R309.5

☐ Yes ☐ No **Will your project include a covered patio?**

If yes, please see Structure Design Reference I.

Structural Design References

Residential Detached Garages and Accessory Structures

Community Development Services

Unless otherwise specified, all referenced code sections, tables, and chapters are from the:

Indiana Residential Code 2020 Edition
(2018 International Residential Code with Indiana Amendments)

- A.** The foundation footing must bear below the frost line on undisturbed natural soils or engineered fill. *(Table R309)(Sections R309.5.1, R403.1, R403.1.1, R403.1.4, R403.1.4.1, R403.1.6)*
- B.** Framing and beam sizes shall be within allowable support spans and meet minimum bearing requirements. Header spans greater than 7'-11" will require an Engineered LVL beam with the engineering data to be submitted with the application. *(Table R502.5(1))(Sections R502.3, R502.3.2, R502.3.3, R502.5, R502.6, R502.6.1, R502.6.2)*
- C.** Roof and ceiling framing should be constructed to comply with *R802.1.4, R802.2 to R802.6, R802.10, R802.11, R803.1, R806, R807, R902.1, R903.1, R903.2, R903.2.1, R904, R905*. If you are using roof trusses on the project, you must supply the engineered truss shop drawings with your application.
- D.** Electrical service must be constructed to comply with Table 309. Must also comply with *Chapters 33-40. (Table E3503.1, Figure 3305.1, Sections E3301.4, E3306.3, E3306.4, E3501.6.2, E3503.2, E3504, E3507.1, E3606.2, E3702, E3703, E3802.2, E3803.3)*
- E.** Heated structures must be constructed to comply with the 2012 Indiana Energy Code. You may find this at the State of Indiana website, <http://www.in.gov/legislative/iac/T06750/A00140.pdf>. The Energy Code (*Chapter 11, Section N1100*) is located on pages 99-109 of these amendments. You may also find more information on the requirements on our website, www.greenwood.in.gov, and from *Chapters 13-24. (Table 309, footnote 1, Indiana Amendment)*
- F.** Plumbing installations must be constructed to comply with *Chapters 25-31. (Table 309, footnote 1, Indiana Amendment)*
- G.** Floor slab must be constructed to meet *Table 402.2, Section R506*.
- H.** Wall framing shall be constructed according to *R403.1.6, Section R602, R703.7 to R703.10.2*.
- I.** All structural connections shall be made to resist uplift and lateral loads on the structure assembly. *(Sections R319.3, R407.3, R502.2.1, Table T602.3(1))*

The diagram illustrates a property layout with the following components and labels:

- Top Boundary:** Street or Alley?
- Right Boundary:** Street Name? (with Sidewalks? on either side)
- Bottom Boundary:** Street or Alley?
- Central Structure:** House Address?
- Driveway:** New driveway? (with width? dimensioned)
- Left Additions:**
 - Room Addition? (with Size? dimensioned)
 - New Deck? (with Size? dimensioned)
 - Shed? Garage? (with Size? dimensioned)
- Distance Labels:**
 - Distance to Property Line (multiple instances pointing to various boundaries)
 - Distance to Property Line (not to curb) (pointing to the driveway boundary)
 - Distance? (diagonal line between the deck and the shed/garage)

The diagram illustrates a property layout with the following components and labels:

- Top Boundary:** Street or Alley?
- Right Boundary:** Street Name? (with Sidewalks? on either side)
- Bottom Boundary:** Street or Alley?
- Central Structure:** House Address?
- Driveway:** New driveway? (with width? dimension)
- Left Additions:**
 - Room Addition? (with Size? dimension)
 - New Deck? (with Size? dimension)
- Bottom Addition:** Shed? Garage? (with Size? dimension)
- Distance Markers:**
 - Distance to Property Line (multiple instances)
 - Distance?
 - Distance to Property Line (not to curb)