



**Town of Sellersburg  
Building Commission**

103 South New Albany Street Sellersburg, Indiana 47172  
Telephone: (812) 246-3821

**Residential One and Two family New, Addition, or  
Alteration check list.**

**A. Submittal Documents**

Construction Plans are reviewed for compliance with applicable Indiana Building Codes and therefore need to adequately show the location, nature, and extent of the work to demonstrate with compliance. Minimum of two (1) Paper set of plans must be submitted and will remain with the Department.

**Plan Submittal Requirements** – Where required per table below plans shall be drawn to a scale on minimum sheet size of 8 ½” x 11”. Additional information may be required depending on unique circumstances determined on a case by case basis.

<b><i>If your project includes: (New or modification to existing)</i></b>	<b><i>You need to submit these drawings/documentation:</i></b>
1. Construction that increases building footprint including new buildings, additions, porches, decks. (does not include uncovered stoop/landing, steps, window wells, etc)	A site plan showing size and location of new construction and existing structures (buildings, retaining walls, decks, etc) on the site and distances from lot lines. All new residences shall require the site plan to be designed by a licensed design professional with the State of Indiana.
2. Construction on an “Infill site”	A site plan shall show side yard and front yard setbacks for houses on either side of the lot
3. Building and/or Addition exposed to the exterior	Exterior building elevations showing all sides of structure indicating building height from finished grade, exterior finishes, and egress components – doors, windows.
4. Deck or porch	Site plan per item #1. Connections to main building, framing, stairs, railings
5. Foundation footings	Footing size, depth and location and size of reinforcing steel (include all grade beams and piers)
6. Foundation walls	Foundation wall thickness, location and size of reinforcing steel
7. Masonry fireplaces/chimneys	Foundation, masonry construction, clearances to surrounding wood framing
8. Walls	Wall construction – interior and exterior walls - including framing stud size & spacing, insulation and finishes

9. Floor layout	Floor plans showing each floor of the building affected by the new work including all interior and exterior walls, door and window locations, dimensions, room labels, smoke detector locations.
10. Stairs	Stair details, tread & riser dimensions, handrail & guardrail details
11. Structural floors or ceilings	Framing joist size, span and spacing. Decking and finish materials.
12. New structural elements such as beams and headers, vaulted ceiling beam	Size and spacing. If design is an alternate to those required by code a design professional shall design the changes.
13. Trusses and other pre-engineered structural items	These items shall be designed in accordance with approved engineering practice and shall demonstrate compliance with the code. Design or shop drawings shall be prepared by a design professional appropriate to the proposed item and shall be submitted and approved prior to installation.
14. Roof	Framing joist size, span and spacing, ridge beam size, decking and finish materials. Ventilation.
15. Exterior building "envelope"	IN prescriptive method package or Res-Check to determine compliance with Energy Efficiency
16. Work that constitutes an additional "Dwelling Unit" on a property zoned only single family	Affidavit that the unit will be solely as an accessory to the main house and will not be rented or leased
17. Duplexes or Townhouses	Separation wall details

## B. Related Permit Information

**Home Owner Permits** - To obtain a Home owner building permit you must be the owner of record of the property, provide documentation that you currently reside at the property, Complete a Homeowner Affidavit and have it recorded at the Clark County Court House.

**Other Permits Required** - Building permits are issued for the structure only. Any other, work such as Electrical, HVAC or Plumbing require separate permits.

**Sealed/stamped Plans** - Plans that include a retaining wall four (4) foot tall or higher or plans for structures that are log cabins, or pole barn construction may be required to have the seal of an Architect or Engineer registered in the state of Indiana. Where special conditions exist additional construction documents may need to be prepared by a registered design professional. If your project does not meet any of these requirements the drawings do not need to be stamped/sealed.

**Reverse plans** – A set of building plans may be submitted that are clearly marked with a statement that the submitted drawings will be "Built on the site reversed." The site plan shall show the actual placement and orientation of the structure on the site.

**Required Inspections** – For each permit, at least 2 inspections are required – a "rough-in" or "framing" inspection and a final inspection. In the case of new construction a foundation inspection is also required. It is

the responsibility of the permit holder to contact this department and request an inspection when the work is ready. The work must “pass” an inspection before proceeding to the next stage.

**Certificate of Occupancy/Acceptance** – A Certificate is issued by this Department only upon passing a “Final” inspection and payment of all fees.

### C. Other Approvals

- Planning & Zoning:** Property that requires Waivers or Variances from Planning and Zoning, requires approval from Planning & Zoning prior to issuance of a building permit. Applicant shall obtain approval prior to issuance of permits.
- A copy of Water and Sewer taps shall be required prior to permit issuance.