

Improvement Location Permit/Building Permit

**Town of Pendleton**

119 W. State St. Pendleton, In. 765-778-8370

This application must be completed in its entirety and must be legible. (Please print)

This application must be accompanied by all required documents.

**Owner's Information**

Name: _____	Phone #'s – Home _____
	Work _____
	Cell _____
Address:(include City,State & Zip) _____	

**Property Information**

Property Address: _____
Property Dimensions: _____

**Contractor Information (if different than owner)**

Name: _____	Phone #'s – Business _____
	Cell _____
Address:(include City,State & Zip) _____	

**Construction Information**

Improvement Type (what do you intend to build) _____
_____
Total square feet and dimensions of improvement: _____
Height of improvement: _____ Foundation Type (basement,slab,crawl) _____
Type of Construction (stick built,modular,manufactured) _____
Will you be using any Engineered Products? (Trusses,I-Joist,Laminated Beams etc.) _____
If yes include spec sheets and manufacturer information for each:
In the new Construction - # of bathrooms _____ # of bedrooms _____
Type of heat (gas,elec,propane) _____ Type of water heater _____
Estimated Cost of Improvement _____
Automatic Sprinkler System: Yes _____ No _____
Driveway Permit # _____

**Sewage Disposal**

FCRWD \_\_\_\_\_ Septic \_\_\_\_\_ (Must enclose letter from Fall Creek Regional Waste District stating the availability of sewers. If sewer is not available a copy of the Septic Permit from the Madison County Board of Health must be enclosed)  
Water Supply: Pendleton Water \_\_\_\_\_ Well \_\_\_\_\_

**Required Documents**

- 1. Site Plan that includes:**
  - Property lines with dimensions
  - All existing and proposed buildings
  - Distance from proposed building(s) to property lines and center of street
  - Dimensions of improvement
- 2. Building Plans/Blueprints to be kept on file**
- 3. If the disturbed acreage on the site is 1 acre or more, an authorization letter from Madison County Soil and Water Conservation District stating that the Erosion and Sediment Control Plan has been submitted and approved and earthmoving activities may commence.**

**Plumber Information**

Name: \_\_\_\_\_ Company: \_\_\_\_\_  
License # \_\_\_\_\_

**Flood Plain Information**

Is this property in a Flood Plain? \_\_\_\_\_ If yes: Floodway \_\_\_ Floodway Fringe \_\_\_ Unknown \_\_\_  
Flood Plain Elevation: \_\_\_\_\_

**Signature of Landowner or Contractor**

\_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_  
\_\_\_\_\_  
Printed name  
Are there any recorded covenants on your property that would prohibit this activity: \_\_\_\_\_ Yes \_\_\_\_\_ No

**Office use Only**

Permit # \_\_\_\_\_ Fees \_\_\_\_\_ Receipt# \_\_\_\_\_ Check# \_\_\_\_\_  
Date: \_\_\_\_\_ Current Zoning: \_\_\_\_\_  
Required Setbacks: Front \_\_\_\_\_ Side \_\_\_\_\_ Rear \_\_\_\_\_  
Actual Setbacks: Front \_\_\_\_\_ Side \_\_\_\_\_ Rear \_\_\_\_\_  
Special Conditions of Permit: \_\_\_\_\_  
New Address Issued \_\_\_\_\_

# Application for Utility Services Provided by the Town of Pendleton

## Instructions and General Information

### **Electric Service – New or change to existing service**

1. Complete the attached application form in it's entirety
2. The Electric Department supervisor will review the application and work with you and/or your contractor to determine the type of service you will need and the best options to provide that service to your site.
3. A meter deposit fee and new service fee must be paid at the Pendleton Town Hall before any work may commence.
4. In most cases, in addition to the above fees, the owner/developer will be responsible for all labor and materials to establish the new electric service such as but not limited to, meters, transformers, wire, trenching and engineering costs. In most cases the Town of Pendleton will provide/purchase the items required at their cost and you then will be invoiced through the Town of Pendleton Clerk Treasurer's office.

### **Water Service – New**

1. Complete the attached application form in it's entirety
2. The Public Works Supervisor will review the application, assign the proper fees and work with you and/or your contractor to determine the type of service you will need and the best options to provide that service to your site.
3. Before water service can be established there are several items that will need to be addressed
  - A. All fees need to be paid at the Pendleton Town Hall
  - B. Commercial Services – The Public Works Supervisor will prepare a Water Service Agreement. This agreement will need to be signed and returned to the Public Works Department.
  - C. If a back flow prevention device is required, it will need to be installed and tested by an approved agency.
  - D. All parts of the water system that will be connected to the Town of Pendleton's water supply will be installed per the Town of Pendleton's Water Department Rules and Regulations and inspected by the Water Department.
  - E. It is strongly suggested that before any work is started or any materials are purchased that you review your plan with the Public Works Department to assure compliance with the Water Departments regulations.

### **Sanitary Sewer Service**

The Town of Pendleton does not provide Sanitary Sewer. That service is provided by Fall Creek Regional Waste District. Their phone number is 765-778-7544. You will need to provide documentation to the Town of Pendleton as to the availability of sewer service before any permits will be issued.

# Application for Utility Services Town of Pendleton

119 W. State St. Pendleton, In. 765-778-4100

This application must be completed in its entirety and must be legible. (Please print)

This application must be accompanied by all required documents.

## **Contact Information**

### **Owner**

Phone #'s – Home \_\_\_\_\_

Work \_\_\_\_\_

Cell \_\_\_\_\_

Name: \_\_\_\_\_

Address:(include City,State & Zip) \_\_\_\_\_

### **Tenant or Business Owner (if applicable)**

Phone #'s – Home \_\_\_\_\_

Work \_\_\_\_\_

Cell \_\_\_\_\_

Name: \_\_\_\_\_

Address:(include City,State & Zip) \_\_\_\_\_

### **Electrical Contractor**

Phone #'s – Home \_\_\_\_\_

Work \_\_\_\_\_

Cell \_\_\_\_\_

Name: \_\_\_\_\_

Address:(include City,State & Zip) \_\_\_\_\_

### **Plumbing Contractor**

Phone #'s – Home \_\_\_\_\_

Work \_\_\_\_\_

Cell \_\_\_\_\_

Name: \_\_\_\_\_

Address:(include City,State & Zip) \_\_\_\_\_

## **Residential Customers Only**

Name for Account: \_\_\_\_\_

Social Security #: \_\_\_\_\_ Date of Move In: \_\_\_\_\_

Place of Employment: \_\_\_\_\_

Address of Employer: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

## **Property Information**

Service Address: \_\_\_\_\_

Name of Business (if applicable) \_\_\_\_\_

**Requested Services:**

Water Service: Yes \_\_\_\_\_ No \_\_\_\_\_ Electric Service: Yes \_\_\_\_\_ No \_\_\_\_\_  
Please provide a detailed description of the intended use: (ie. Restaurant, Office, Retail, Residential etc.)

Automatic Sprinkler System: Yes \_\_\_ No \_\_\_ Irrigation System: Yes \_\_\_ No \_\_\_

If yes to above, Contractor Name and Phone: \_\_\_\_\_

**Billing Information:**

Name: \_\_\_\_\_

Address where bill is to be sent: \_\_\_\_\_

Phone: \_\_\_\_\_

**Signature of Landowner, Tennant or Contractor**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name

**Office use Only  
Electric Department**

Service: Residential \_\_\_ Commercial \_\_\_ Industrial \_\_\_ Municipal \_\_\_ Temporary \_\_\_ Permanent \_\_\_

Meter Deposit Fee: \_\_\_\_\_

New Service Fee: \_\_\_\_\_

**Total due to establish service:** \_\_\_\_\_

**Water Department**

Service: Residential \_\_\_ Commercial \_\_\_ Size of meter(s) \_\_\_\_\_

EDU's Assigned \_\_\_\_\_ Fire Sprinkler System Yes \_\_\_ No \_\_\_ Irrigation System Yes \_\_\_ No \_\_\_

Meter Deposit Fee \_\_\_\_\_

Capacity Fee \_\_\_\_\_

Tap Fee \_\_\_\_\_

Subsequent Connector Fee \_\_\_\_\_

Other Fee \_\_\_\_\_

**Total Due to establish service:** \_\_\_\_\_

**Office Use Only:**

**Electric Department**

Service:

Residential \_\_\_ Commercial \_\_\_ Industrial \_\_\_ Municipal \_\_\_

Temporary \_\_\_ Permanent \_\_\_ Single Service \_\_\_ Multiple Service \_\_\_

Overhead \_\_\_ Underground \_\_\_ Primary \_\_\_ Secondary \_\_\_

Voltage:

Single Phase: 120V \_\_\_ 120/208 Network \_\_\_ 120/240 \_\_\_ 277/480 \_\_\_

Three Phase: 208/120Y \_\_\_ 240/120Y \_\_\_ 480 Delta \_\_\_ 480/277Y \_\_\_ 12470/7200Y \_\_\_

Amperage:

100 \_\_\_ 200 \_\_\_ 400 \_\_\_ Other \_\_\_\_\_

**Water Department**

Service:

Residential \_\_\_ Commercial \_\_\_ Size of Meter(s) \_\_\_\_\_

Water Contract Needed: Yes \_\_\_ No \_\_\_ Backflow Device Needed: Yes \_\_\_ No \_\_\_

Water Contract on File: Yes \_\_\_ No \_\_\_ Date of Contract: \_\_\_\_\_