

Improvement Location Permit/Building Permit

Town of Pendleton

100 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 and return to Pendleton Municipal Utilities.
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 and return to Pendleton Municipal Utilities.
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

100 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 _____

Name: _____ Cell _____

Address:(include City,State & Zip) _____

Tenant or Business Owner (if applicable)

Phone #'s – Home _____

Work _____

Name: _____ Cell _____

Address:(include City,State & Zip) _____

Electrical Contractor

Phone #'s – Home _____

Work _____

Name: _____ Cell _____

Address:(include City,State & Zip) _____

Plumbing Contractor

Phone #'s – Home _____

Work _____

Name: _____ Cell _____

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: _____