

## **TOWN OF SCHERERVILLE BUILDING PERMIT REQUIREMENTS**

- 1) Completed building and zoning application
- 2) Application fee
- 3) Two (2) plats of survey\*\*\* (8 ½” x 14” maximum size, unreduced
  - a. At least one original
- 4) Two sets of building plans
  - a. One returned and stamped when permit issued
- 5) Complete list of contractors and sub-contractors
- 6) Copy of state release paperwork for commercial projects when applicable.
- 7) Energy conservation code report

\*\*\*The following list details the requirements which must appear on all plats of survey and as built surveys (must use U.S.G.S.) submitted to this office as set forth in ordinance #1095, Subdivision Control Ordinance of The town of Schererville:

- 1) Legal description of property being surveyed.
- 2) Flood zone designation of the property being surveyed.
- 3) Calculated distances and bearings of lot sizes with total square footage, utility easements, streets, alleys, sidewalks, building set-back lines, both side yards and rear yards, width of lots at building set-back line, and lot grades.
- 4) Lot number, street names, and lot addresses.
- 5) Elevations:
  - a. Entry way
  - b. Main floor
  - c. Top of foundation grade
  - d. Ground grade at each corner of the building
  - e. Ground grade at the four (4) lot corners
  - f. Grade at side yard
  - g. Direction of overland drainage flow
  - h. Slope of driveway elevation expressed as a percentage
  - i. Elevations of adjacent properties including top of foundation grades, proposed finished grades at each lot corner and building corner, direction of overland drainage flow, and rim grades for all yard drains.
- 6) Corner lot ADA sidewalk cuts.
- 7) Location of decks, fences, accessory structures, and pools, etc.
- 8) Specification of easements (utility, drainage, or both).



# TOWN OF SCHERERVILLE

PLANNING & BUILDING DEPT.

PHONE (219) 322-2217  
FAX (219) 865-5504

10 EAST JOLIET STREET • SCHERERVILLE, IN 46375

Date: \_\_\_\_\_

To: All Developers, Contractors, Sub-contractors and Builders

From: Planning & Building Department – Public Works Department

Re: Construction Site Maintenance Regulations

- Storm Water Management and Erosion Control (Ord. Nos. 694 & 2009)
- Jobsite Housekeeping (Ord. No. 1097)

**Ordinance Nos. 694 and 2009 regulate storm water erosion in new developments and all construction sites. Rules and regulations are summarized as follows:**

- ☐ Any contractor that disturbs topsoil must contain that topsoil within the work site.
- ☐ Storm water drainage structures and adjoining land owners must be protected from erosion due to storm water runoff.
- ☐ Erosion control measures are required immediately upon disturbing the topsoil.
- ☐ Erosion control measures must be kept in place until the construction is completed, sod is installed, or seedlings have rooted and matured to the point that they are capable of holding the soil in place.
- ☐ Erosion control measures must be inspected and maintained at least weekly and immediately following any rainfall event.
- ☐ Erosion control measures must be placed along the street, public sidewalk and adjoining property lines wherever storm water runoff is likely to occur.
- ☐ Any violation of erosion control regulations will result in the job being RED TAGGED and re-inspection fees being assessed. Continued violation will result in STOP WORK ORDERS being placed on the job site as well as a Town Code Violation Citation being issued for each day that the violation continues. Any violation of erosion control regulations that requires clean up by the Public Works Department will be invoiced and billed to the builder on a Time & Materials basis.

**Jobsite Housekeeping Rules and Regulations – Ordinance No. 1097:**

- ☐ All debris is to be removed from the property or placed in a dumpster.
- ☐ Dumpsters are to be placed and maintained to prevent wind from blowing trash from them. Whenever necessary, dumpsters should be tarped or otherwise covered.
- ☐ All other construction materials stored on site are to be kept in a neat, orderly manner.
- ☐ Dumpsters may not be placed in the street or on any public sidewalk.
- ☐ Stone, dirt or other materials delivered to the jobsite may not be stored or stockpiled in the street.
- ☐ Construction site trash and debris is not allowed to be discarded at the Town's Public Works dumping facilities.

Occupancy permits will not be granted until all citations are cleared through the court and all re-inspection and/or clean-up fees are satisfied.

Any questions regarding these regulations or this letter may be addressed by calling:

Public Works Director, Chad Nondorf – 219-322-6688  
Erosion Control Inspector, Ben Cordell – 219-322-6688  
Code Enforcement Officer, Sam Decero – 219-322-2211 Ext. 1306  
Building Inspector, Steve Winarski – 219-322-2211 Ext. 1307

**When a building permit is applied for any job that requires excavating, the general contractor will read and sign the following inspection instructions that must be completed by the time the permit is issued.**

Does this project disturb more than an acre of land? Yes\_\_\_\_No\_\_\_\_ If yes, a Storm Water Pollution Prevention Plan (SWPPP) shall be submitted to both the Town of Schererville and the Indiana Department of Environmental Management (Rule 5 Permit) for approval and followed on the construction site.

Prior to excavation the following is required:

- The construction site shall have erosion control in place, (such as silt fencing, or alternative means of control)
- The construction site shall have a barrier on all catch basins
- The construction site shall have an acceptable washout location for cement trucks
- The construction site shall have a stone drive with vehicle cleaning provisions
- All wetland areas located on the site shall be posted “WETLAND – DO NOT DISTURB”
- A site inspection and approval by Schererville MS4 inspector is required prior to beginning construction excavation, site grading and/or placement of fill materials on the construction site. Call Schererville Public Works at 322-6688 to schedule an inspection.

During construction and until the site is closed:

- The contractor shall perform maintenance inspections of all erosion control measures weekly and after a rainfall of 0.5” or greater and keep documentation of said inspections available for inspection at the request of the MS4 inspector

**NON-CONFORMANCE TO ANY OF THE ABOVE ITEMS IS SUBJECT TO STOP WORK ORDER.**

---

Contractor Signature

---

Date

---

Town of Schererville Approval Signature

---

Date

## SEA 393 DISCLOSURE **EFFECTIVE: JULY 1, 2018**

In accordance with Senate Enrolled Act No. 393 (SEA 393) Regulations, all Class 2 structures must disclose the types of advanced structural components used in the qualifying property.

### Advanced Structural Components Used:

**(Please Circle Yes or No and Check Type)**

- |                          |                                  |     |    |
|--------------------------|----------------------------------|-----|----|
| <input type="checkbox"/> | ROOF                             | YES | NO |
|                          | <input type="checkbox"/> Truss   |     |    |
|                          | <input type="checkbox"/> I-Joist |     |    |
| <input type="checkbox"/> | FLOOR                            | YES | NO |
|                          | <input type="checkbox"/> Truss   |     |    |
|                          | <input type="checkbox"/> I-Joist |     |    |

Subdivision: \_\_\_\_\_

Location Address: \_\_\_\_\_

Township: \_\_\_\_\_

Lake County, Indiana

Contractor: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

**This form will be uploaded to the Schererville Emergency Dispatch Departments within the next 90 days as required by law. This information is used to protect first responders where the potential of compromised structural integrity is potentially present.**



# TOWN OF SCHERERVILLE

PUBLIC WORKS DEPARTMENT

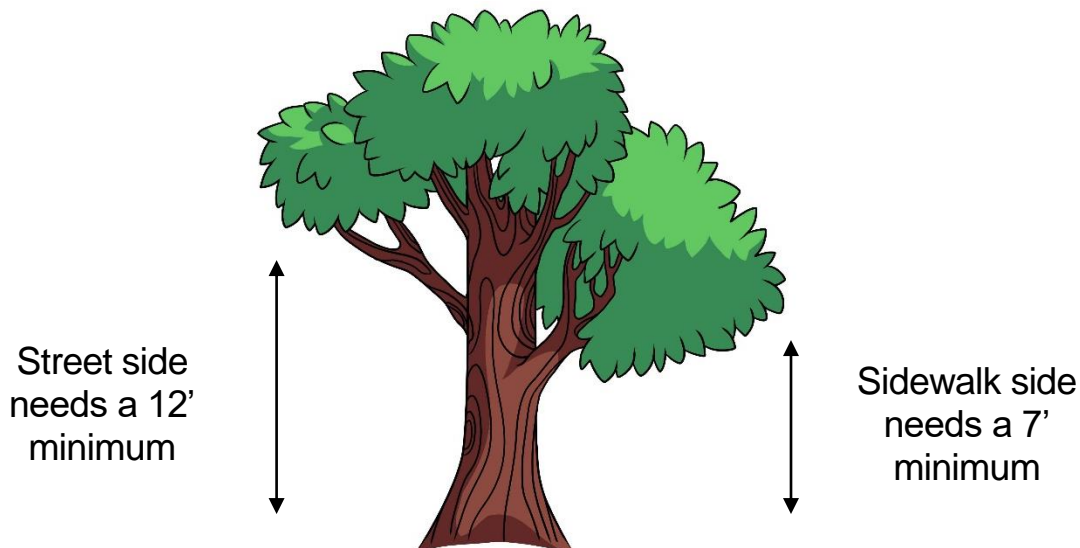
DIVISIONS OF:  
WATER/SEWER  
STREETS  
STORMWATER MANAGEMENT

10 EAST JOLIET STREET • SCHERERVILLE, IN 46375  
PHONE: (219) 322-6688  
PHONE: (219) 322-5486  
FAX: (219) 864-1628  
WWW.SCHERERVILLE.ORG

## LANDSCAPING AND TREES IN THE PARKWAY

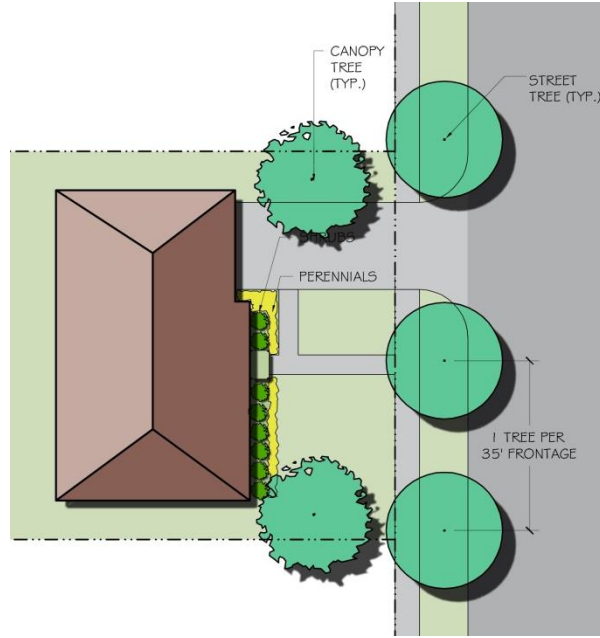
Town of Schererville Ordinance Number 2004, Title XVIII, regulates the maintenance and types of bushes, trees and landscaping that homeowners may have placed along the street right-of-way or in the parkway between the streets and sidewalks. These restrictions are intended to allow for free access to pedestrian and vehicle traffic using these public corridors. It is the homeowners' responsibility to maintain these items in a manner consistent with the provisions of the Ordinance. These regulations are summarized as follows:

1. On the sidewalk side, any tree or bush overhanging the sidewalk must be kept trimmed to a height of no less than seven (7) feet above the walkway.
2. On the street side, any tree or bush overhanging the street must be kept trimmed to a height of no less than twelve (12) feet above the street.
3. All trees, bushes and other landscaping must be maintained in a manner to allow for an unobstructed view of any regulatory or informational sign posted along the roadway for traffic regulation purposes. More simply stated; traffic using the streets must be able to see SPEED LIMIT, STOP, and other traffic signs from a reasonable distance as they approach them.



\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature



### Exhibit 1 - Prototype for front yard landscaping in residential districts

#### (1) Front Yard Landscaping

- (1) All developments in all zoning districts shall be required to provide landscaping on front yard or the side yards, if fronting a street, prior to issuance of the occupancy permit.

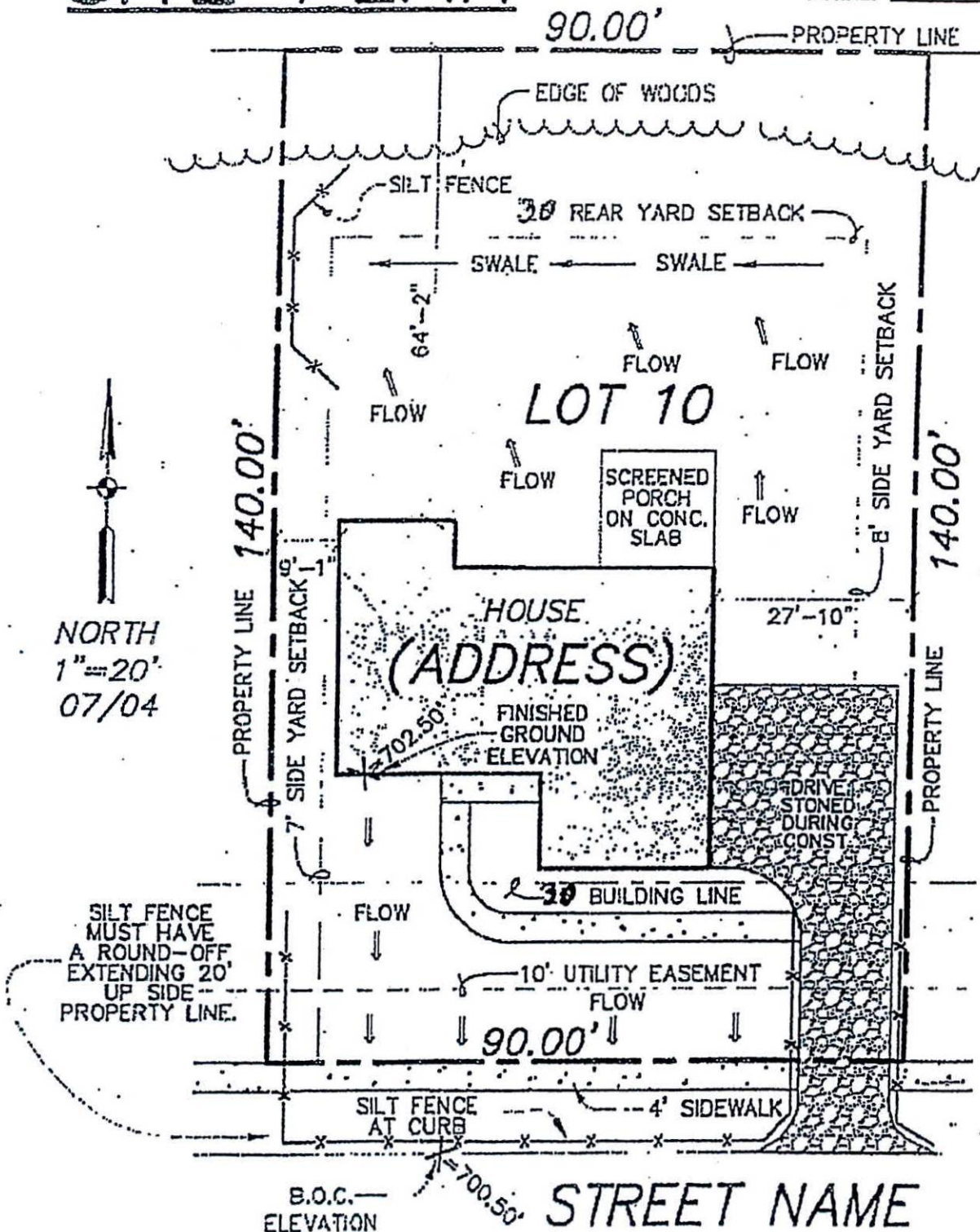
#### (2) Residential Uses

- i. All front yards (exclusive of driveways and other permitted hard surfaces) are required to be landscaped prior to issuance of an occupancy permit. A temporary occupancy permit for up to one (1) year may be issued according to the provisions of this Ordinance.
- ii. In all residential districts, the minimum landscaping acceptable per one thousand (1,000) square feet of the front yard areas is as follows:
  - a. One (1) canopy tree, ornamental/understory, or street tree.
  - b. Four (4) shrubs or accent plants on the front elevation.
  - c. The remaining area treated with attractive ground cover(s) (e.g. lawn, perennials, and shrubs) with a deep root system that holds soil and prevents erosion.
  - d. Corner lots shall install six (6) shrubs and one (1) tree per side facing a street.
- iii. Walls that do not exceed two feet (2') in height may be permitted only when shown as an integral part of a landscape plan. Walls shall be constructed of masonry materials that complement the architecture of the primary building.
- iv. An approved landscape plan, meeting the requirements in Sections 2 and 5 of this Title, may be used in lieu of the above standards.



# SITE PLAN

REVIEWED AND  
APPROVED AS NOTED  
DATE: \_\_\_\_\_  
INITIAL: \_\_\_\_\_



**NOTE:** FINISHED GRADING SHALL CONFORM TO APPROVED SUBDIVISION CONSTRUCTION DRAWING.

**NOTE:** CONTRACTOR SHALL INSPECT SILT FENCE TWICE A WEEK AND AFTER EVERY STORM EVENT, REPAIRING SILT FENCE AND REMOVING SEDIMENT AS NEEDED.

**NOTE:** FINISHED GROUND ELEVATION AT STRUCTURE SHALL BE NO LESS THAN 18" ABOVE TOP OF CURB ELEVATION ON STREET SIDE.

# **ATTENTION BUILDERS AND PLUMBERS**

## **WATER & METERS:**

1" line may be reduced to ¾" at meter. Water may be shelved 18" above sanitary sewer line or must be separated 10' at same level.

Compression fittings - flared may be used, but not recommended.

All water lines from b-box to house must be covered in sand or clay.

B-boxes shall not be placed in sidewalks, driveways or other paved areas. They shall be maintained at ground level. When sodding or landscaping, make sure b-box and any other utilities (valves, manholes, etc.) are exposed at ground level. Any deviation from these requirements or damage to any utilities shall be at the builder/owner expense.

All effort shall be made to avoid locating manholes or valve boxes in paved areas. However, certain circumstances may require structures in paved areas. In such instances, the builder/owner will need the approval of the public works department prior to surfacing of the area in question. All manholes and valve boxes shall be located on the plat of survey before obtaining building permits.

Water tapping permit must be taken to the public works department in order to pick up spacer bar with backflow preventer. Spacer bar must be installed prior to requesting building and/or plumbing.

- Meters shall not be located in crawl spaces.
- Installation must be in an accessible area.
- Construction water is for construction purposes only. It shall not be used for watering sod or landscaping.

## **EFFECTIVE 8-14-14\***

Water meters will now be installed when the rough plumbing inspections are requested. Builders will be responsible for the meters, i.e. freezing, theft, damage, etc. Also, water billing will start in the builder's name at the time of installation.

**\*Revised 3-21-17 – spacer bar must be installed prior to requesting building and/or plumbing rough inspections.**



# **SPECIFICATIONS FOR HOUSE UTILITY SERVICE**

## **WATER:**

1" line – may be reduced to  $\frac{3}{4}$ " at meter. Water may be shelved 18" above sanitary sewer line or must be separated 10' at same level.

## **SANITARY:**

4" or 6" through wall

If using 4" – sdr 26 with tracer wire – 12 gauge single strand is required.

If using 6" – sdr 35 with tracer wire – 12 gauge single strand is required.

Clean out – outside of house

4" pipe going through wall must be sdr 40 and must go at least 12" sleeved through the 6" pvc sdr 35 outside the wall.

Pipe must be embedded in  $\frac{3}{4}$  stone.

## **STORM:**

4" sdr 35 with tracer wire – 12 gauge single strand pipe must be embedded in stone (prefer  $\frac{3}{4}$  stone)

No glue fittings on storm or sanitary lines – must be gasket fittings

Water and storm lines may be in same ditch

# **Town of Schererville**

## **BUILDING INSPECTIONS**

**\*\*\*\*\* PERMITS MUST BE POSTED ON SITE \*\*\*\*\***

**NOTE: Please call in inspections to 322-2211 Ext. 6, Planning & Building Department 24 HOURS IN ADVANCE and NO LATER than 3:30 to be on the schedule for the following day. YOU MUST SPEAK TO OFFICE STAFF FOR CONFIRMATION.**

**\*\*\*PLEASE DO NOT LEAVE INSPECTION REQUESTS ON VOICE MAIL.\*\*\***

**NOTE: INSPECTIONS FOR ALL JOBS MUST BE CALLED IN BY THE SUB CONTRACTOR DOING THE WORK - AND THE ROUGH / FINAL BUILDING INSPECTIONS WILL NOT BE DONE UNTIL ALL OTHER SUBS CALL IN THEIR INSPECTIONS.**

- Copy of plans must be kept on job site
- Keys must be provided, building left open or other provisions made
- Ladders must be provided as needed for inspections
- \$50.00 re-inspection fee due before re-inspect

### **BUILDING**

**NOTE: Spacer bar must be installed prior to scheduling Rough Inspections**

**NOTE: Completion of landscaping is required for Final Occupancy per Town of Schererville Zoning Ordinance #2004**

- \_\_\_\_\_ Footing/Pre-pour
- \_\_\_\_\_ Wall/Pre-pour
- \_\_\_\_\_ Foundation before backfill
- \_\_\_\_\_ Concrete Floor/Pre-pour
- \_\_\_\_\_ Rough
- \_\_\_\_\_ Final

### **PLUMBING**

**NOTE: Spacer bar must be installed prior to scheduling Rough Inspections**

- \_\_\_\_\_ Underground
- \_\_\_\_\_ Rough (before drywall)
- \_\_\_\_\_ Final (water must be on)

### **ELECTRICAL**

**NOTE: Roughts & Service can be done together**

- \_\_\_\_\_ Temporary Pole
- \_\_\_\_\_ Underground (when conduit is under concrete floor)
- \_\_\_\_\_ Rough (before drywall)
- \_\_\_\_\_ Service (not allowed for romex before completion)
- \_\_\_\_\_ Final (power must be on)

### **MECHANICAL**

- \_\_\_\_\_ Rough (before drywall)
- \_\_\_\_\_ Final

**WATER & SEWER TAP INSPECTIONS AND LOCATES NEED TO BE CALLED INTO THE PUBLIC WORKS DEPARTMENT AT 322-6688 OR 322-5486 \*OTHER UTILITIES & LOCATIONS CALL 811\***

**SIGNATURE:**

**DATE:**

# SUB-CONTRACTOR LIST

CONSTRUCTION ADDRESS \_\_\_\_\_

	<u>Company Name/Owner Name</u>	<u>Address</u>
GENERAL	_____	_____
CARPENTER	_____	_____
ELECTRICIAN	_____	_____
PLUMBING	_____	_____
HVAC	_____	_____
INSULATOR	_____	_____
FLOORING	_____	_____
CONCRETE	_____	_____
EXCAVATOR	_____	_____
SEWER/WATER	_____	_____
DRYWALL	_____	_____
PAINTER	_____	_____
ROOFER	_____	_____
GUTTER/SOFFIT/FASCIA	_____	_____
MASONRY	_____	_____
SIDING	_____	_____
LANDSCAPER	_____	_____
PARKING LOT/ASPHALT	_____	_____
SPECIALTY	_____	_____
	_____	_____

(\*i.e. customized staircase contractors, closet designers, etc., also for commercial – fire sprinkling contractors, paving contractors, elevator installers, window installers, etc.)

Debris Disposal Plan: Dumpster \_\_\_\_\_ Other \_\_\_\_\_

**ANY AND ALL CHANGES TO THE ABOVE LIST MUST BE CALLED IN BY THE GENERAL CONTRACTOR DURING THE COURSE OF CONSTRUCTION**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_



TOWN OF SCHERERVILLE  
10 E. JOLIET ST.  
SCHERERVILLE, IN 46375  
PHONE 219-322-2211 / FAX 219-865-5504

Received By: \_\_\_\_\_

Date: \_\_\_\_\_

## BUILDING AND ZONING APPLICATION

### JOB SITE INFORMATION

Address \_\_\_\_\_ Lot # \_\_\_\_\_ Property # \_\_\_\_\_

Subdivision \_\_\_\_\_ Zoning District \_\_\_\_\_ Flood Zone Designation \_\_\_\_\_

### DESCRIPTION OF WORK

### GENERAL CONTRACTOR INFORMATION

Contractor Name \_\_\_\_\_ Address \_\_\_\_\_

Contact Name & Phone \_\_\_\_\_ City/St/Zip \_\_\_\_\_

Email \_\_\_\_\_

### PROPERTY OWNER INFORMATION

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City/St/Zip \_\_\_\_\_

Email: \_\_\_\_\_ Business Name (If commercial job) \_\_\_\_\_

### NEW CONSTRUCTION ONLY

**TOTAL COST \$** \_\_\_\_\_

1. ☐ Residential ☐ Commercial ☐ Remodel/Addition ☐ Other \_\_\_\_\_ RESTAURANT \_\_\_\_\_ (# OF SEATS)

2. ☐ Single Family ☐ Duplex ☐ Multi-Unit Total Sq. Ft. \_\_\_\_\_ Percentage of Brick \_\_\_\_\_ Total Height of Structure \_\_\_\_\_

3. ☐ 1 STORY ☐ 2 STORY ☐ Bi-Level ☐ Tri-Level ☐ Quad ☐ Other

4. ☐ Slab ☐ Crawl Space Sq. Ft. of Sidewalk & Walkway \_\_\_\_\_ Sq. Ft. of Driveway \_\_\_\_\_ Number of Baths full \_\_\_\_\_ half \_\_\_\_\_

5. Garage ☐ 2-Car ☐ 3-Car ☐ 4-Car ☐ Attached ☐ Detached Sq. Ft. of Garage \_\_\_\_\_ Door Height. \_\_\_\_\_

6. Fireplace ☐ pre-fab ☐ masonry Basement ☐ walk-out ☐ look-out Percent of Basement % finished \_\_\_\_\_ % unfinished \_\_\_\_\_

DEBRIS DISPOSAL PLAN : Dumpster \_\_\_\_\_ Other \_\_\_\_\_  
NOTE: The Town Dump is NOT for construction debris

STATE CONSTRUCTION DESIGN RELEASE (COMMERCIAL PROJECTS) ☐ NEEDED ☐ EXEMPT  
I UNDERSTAND THAT I MUST COMPLY WITH SOIL EROSION CONTROL AND THAT IT WILL BE STRICTLY ENFORCED.

### ELECTRICAL

\_\_\_\_\_ amp electrical service \_\_\_\_\_ temporary pole  
\_\_\_\_\_ wire \_\_\_\_\_ phase \_\_\_\_\_ # of new panels  
\_\_\_\_\_ misc. (pool, remodel, addition, etc.)

### TAPPING

Water Meter Size: ☐ 3/4" ☐ 1" ☐ Other \_\_\_\_\_  
Water Meter Location \_\_\_\_\_

### PLUMBING FIXTURES (Please enter number of each NEW fixture)

_____ kitchen sink	_____ toilets	_____ laundry tubs	_____ ejector pit	_____ outside water spigots
_____ garbage disposal	_____ urinals	_____ washer hook-up	_____ grease trap	_____ water fountain
_____ dish washer	_____ bath tubs	_____ water heater	_____ floor drain	_____ check valve
_____ bathroom sinks	_____ shower heads	_____ sump pump	_____ garage drain	_____ other

TOTAL FIXTURE COUNT \_\_\_\_\_

### MECHANICAL

\_\_\_\_\_ # of air conditioning units \_\_\_\_\_ # of rooftop units  
\_\_\_\_\_ # of furnace units \_\_\_\_\_ # of hood systems

### LAWN SPRINKLING

\_\_\_\_\_ # of sprinkling heads

### FIRE SPRINKLING

\_\_\_\_\_ # of sprinkling heads

### SOLAR PANELS

Proposed \_\_\_\_\_ sq. ft.  
Max Tilt Height \_\_\_\_\_

DECK \_\_\_\_\_ sq. ft. PATIO \_\_\_\_\_ sq. ft. COVERED PORCH \_\_\_\_\_ sq. ft. SHED \_\_\_\_\_ sq. ft. FENCE \_\_\_\_\_ lin. ft. \_\_\_\_\_ height

GAZEBO \_\_\_\_\_ sq. ft. POOL \_\_\_\_\_ size ☐ Aboveground ☐ In-Ground Install Date \_\_\_\_\_

Pool Location Ticket Number \_\_\_\_\_ DATE \_\_\_\_\_ **TOTAL COST \$** \_\_\_\_\_

### STORAGE PODS, PORTABLE STORAGE

(In Detail: Indicate what will be stored in container )

### DEMOLITION \_\_\_\_\_ sq.ft.

(Property Owner Permission must be attached and Public Works must be contacted for removal of water meter – 322-6688)  
NOTE: MUST SUBMIT IDEM REPORT IF APPLICABLE

### SIGNAGE RACEWAYS NOT PERMITTED

Proposed \_\_\_\_\_ sq.ft. Proposed Height of Sign \_\_\_\_\_ Wall-Mounted Signage (Projection from building fascia) \_\_\_\_\_

☐ Free-Standing ☐ Fascia ☐ Illuminated ☐ On Premise ☐ Off Premise Existing square footage of signage \_\_\_\_\_

Linear feet of building frontage of tenant space occupied \_\_\_\_\_ **COST OF SIGN & INSTALLATION \$** \_\_\_\_\_

**NO WORK IS TO BE STARTED WITHOUT BENEFIT OF A PERMIT DISPLAYED AT JOB SITE.**

Applicant Signature \_\_\_\_\_ Print \_\_\_\_\_

Approved By: \_\_\_\_\_

Date: \_\_\_\_\_