

What is required prior to the issuance of a Commercial/ Industrial/Public Use Improvement Location Permits: The Area Plan Commission will not issue a permit if the applicant does not provide the proper approvals and documentation as listed below.

Create a User Account

- To apply for a permit either online or in the office you must have a registered user account with the Kosciusko County GeoPermit Site. If you have not already registered you can follow the attached instructions to create an account or an account can be established when you come in.

Property Documentation

- You will need to bring us the legal description of the property. If this is a new tract of ground you will need to bring us a **recorded** copy of the new deed. This means the copy you bring should have the Kosciusko County Recorders stamp on it.
- You will also need to provide us with the property Key Number which may be obtained in the Kosciusko County Auditors office, from a Tax Statement, or from the Kosciusko County GIS system.
- We will also require the property owner's name, mailing address, phone number, and existing address for the property if applicable.

Building Site Plan Must Show:

- **Lot Size:** Diagram should indicate the dimensions of your property and where your property lines are located.
- **Existing Buildings:** Diagram must show all existing buildings and structures located on the property at the time of application, and the distance each is from the property lines to the closest point of the structure.
- **New Building:** On the diagram show the new construction and its proposed location. This should include the dimensions of all new construction, the setback of the new construction from existing property lines, waters edge, and road right-of-ways. These setback measurements should be taken to the closest point including but not limited to gutters, overhangs, decks, stairs, and porches. You should also indicate any erosion control methods to be implemented on the property during construction. You should indicate the **North** direction and label all roads, watercourses, and lakes. **It should also be shown any specifics as required under ARTICLE 2 - District Regulations of the Kosciusko County Zoning Ordinance, specifically sections 2.9 Commercial Districts, 2.10 Industrial-1 standards, 2.11 Industrial-2 standards, and 2.12 Industrial-3 standards.**

Sewage and Water Requirements

- If the property where construction is to occur is on a well our office must have either a letter of waiver or permit from the Indiana Department of Environmental Management (**Sophia Andrews Email: soandrew@idem.IN.gov, Ph#: 800-753-5519**) unless the project is waived to the local health department.
- If the property where construction is to occur is on a septic our office must have either a granted septic permit or letter of non-objection from the State Department of Health and/or the Kosciusko County Health Department (which ever department has regulatory authority), which is located on the 3rd floor of the Courthouse.
- If the structure or addition is going to be located on public sewer and or public water you will be required to provide our office with a letter/permit from the service provider stating that the new construction will be connected to the respective line and all approvals have been given for such action.

Driveway Access

- On a commercial, industrial, or public use building if the proposed construction will be the first structure on the lot, you must obtain a highway entrance permit from the County Highway Department, the State Highway Department, or equivalent town/city office before the Area Plan Commission will issue a permit. If the construction is an addition then a waiver may be provided.

Drainage Review

- An approved drainage review as specified under Article 3 of the Kosciusko County Stormwater & Erosion Control Ordinance must be presented. In some instances the project may be referred to an alternate evaluator as prescribed.

Erosion Control Plan

- A detailed plan indicating location and method of all erosion control practices to be implemented on site. If the project requires an IDEM Rule 5 an approved copy of this must be submitted.

Flood Requirements

- In some instances, a property may be located within a designated floodplain as determined by the National Flood Insurance Maps. In these instances, the procedures for obtaining an improvement location permit as described in the Kosciusko County Flood Control Ordinance must be followed.

Estimated Cost & Contractor

- You should provide an estimated cost of the proposed construction.
- You will need to provide the name, address, and phone number of the contractor if it is different then the property owner.
- The contractor or builder must be registered with our office prior to the issuance of any permit. Registration may be done at the time the permit is applied for.

State Permit

- We require a Construction Design Release from the Indiana Department of Fire and Building Services or waiver of requirements (**317-233-4882**) Fire and Building - <https://www.in.gov/dhs/fire-and-building-safety/>

Permit Fee: There is a fee associated to all permits as indicated in the Zoning Ordinance. Said fees can be paid online or in the office.

*Certain projects may require additional information that is unforeseen and may be required as specified under section 4.45 of the Kosciusko County Zoning Ordinance or as prescribed under and hearing approvals.

** IDEM Stormwater Pollution Prevention Plan: Rule 5 may be required by the state.

User Name: _____

Password: _____

Kosciusko County GeoPermit System

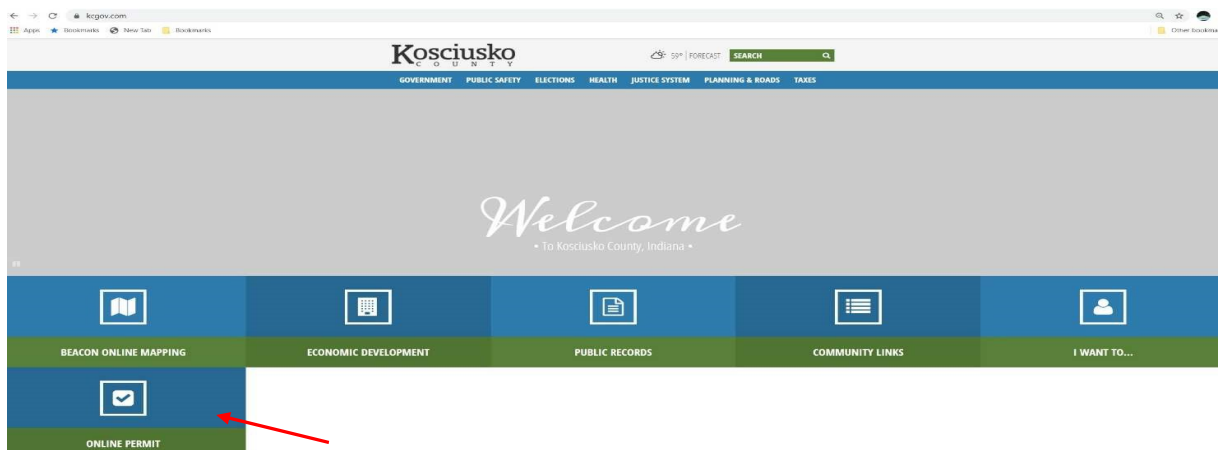
Kosciusko County is excited to announce that the new GeoPermit System is live online

Kosciusko County is pleased to announce that county residents are now able to apply for Kosciusko County Area Plan Commission permits and forms, specifically sign permits, property research request forms, or register as a contractor. Along with that the Auditor office deductions and forms (Auditor Blind Or Disabled, Auditor Change of Tax Mailing Address Form, Auditor Energy Systems Deduction, Auditor Heritage Barn, Auditor Homestead Deduction, Auditor Mortgage, Auditor Over 65 Deduction, Auditor Vacation Request, Auditor Veterans Deduction) are also available to be applied for online. To apply for any of the aforementioned you will need to access the Schneider GeoPermit Portal. The portal can be accessed either through the Beacon online GIS mapping service once a property is selected under the “Apply for Permit” tab or on the County’s Website at www.kcgov.com.

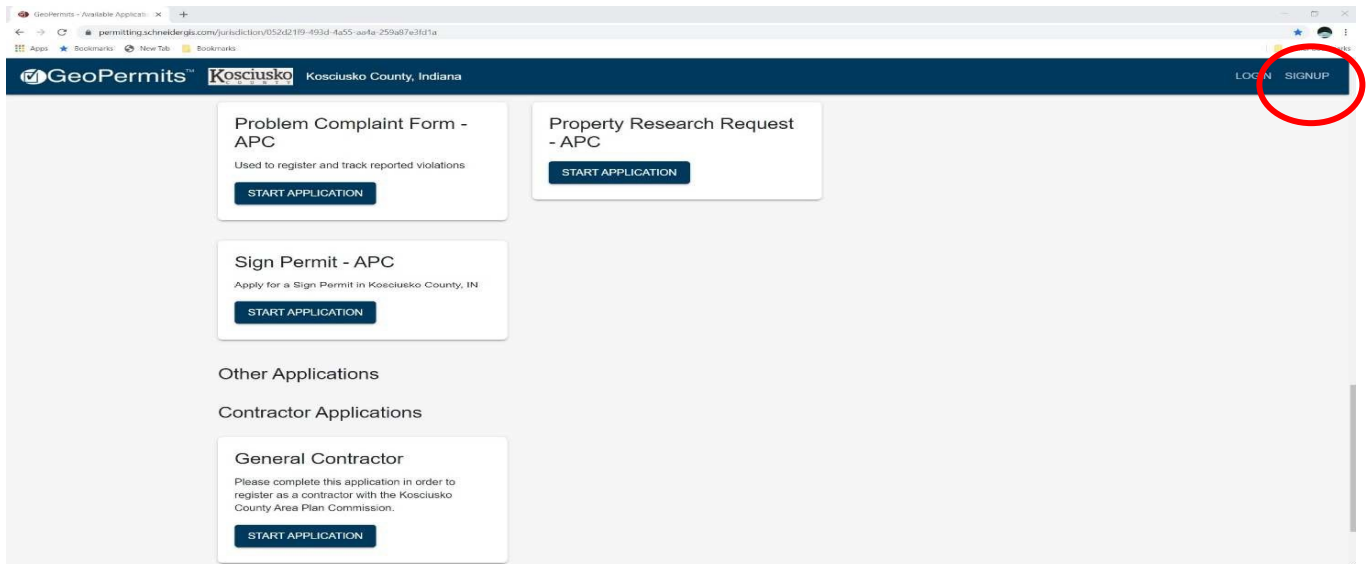
As the system grows and is completed other permits and forms are anticipated to be available for online submission including Improvement Location Permits, Flood Development Permits, Highway Permits, and Health Department permits.

To get started users first need to create an account. Creating an account is free and easy. To do so follow the below steps.

1. Go to www.kcgov.com
2. Click on the online permit button as shown below.



3. Once on the Geopermit site select “Signup” in the top right hand corner.



4. Complete all information in the registration and select register.

Register New User

Full Name *

User Name *

Password *

Confirm Password *

Email Address *

Street Address

Address 2

City State Zip

Phone Number

CANCEL REGISTER

5. Go to your email account provided and select the confirmation link.

6. **You are ready to select Kosciusko County and begin using the system.**

i. **If you need to register as a contractor select General Contractor Registration at the bottom of the GeoPermit Page**