Permitting FAQ's

Question: How do I start to apply for a permit?

Answer: Applying for a permit is relatively easy. To apply for a permit through the Area Plan Commission you can either come into the office (100 W Center St, Warsaw) to pull the permit in person or you may apply for a permit online through the County's [GeoPermit](#) site.

Question: How Do I create an account and/or register as a contractor?

Answer: Prior to using the GeoPermit system you do need to establish a user account. This is a one time action and there is no fee. On your first visit to the page you simply select the "sign up" option in the upper right hand corner of the page and follow the directions. A guidance sheet can also be found on our [website](#).

Question: I am trying to find my property to start the permit however it keeps giving me no results.

Answer: One issue we often see when searching for a property is multiple fields will be filled in. It should be noted you can only search by one option, Parcel ID Number, Property Owner Name, or Address.

Question: I keep trying to proceed to the next step however the program will not let me.

Answer: Often the reason an application will not proceed is not all fields are completed and filled in. When completing the application, it is important to properly complete each field that has a red star next to it (*****). These are required fields and must be completed. Note completing a field with incomplete or inaccurate information can delay the permit being processed.

Question: What is required to obtain an Improvement Location Permit?

Answer: The documents required to obtain a permit can vary property to property and project to project however nearly all projects require at a minimum the following;
a.   A Detailed site plan of the property with the following;
    I.   **Lot Size:** The Scaled diagram should indicate the dimensions of your property and where your property lines are located
    II.   **Existing Buildings:** Diagram must show all existing buildings, 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 proposed structure.
    III.   **New Building:** On the diagram show the location of the new construction and its proposed location. Including the dimensions of all new construction, the setback of the new construction from existing property lines, water's edge, and road right-of-way's. These setback measurements should be taken to the closest point including but not limited to gutters, overhangs, decks, stairs, mechanicals (a/c & generators) and porches. You should also indicate any erosion control

methods to be used on the property during construction. You should indicate the **North** direction and label all roads, watercourses, and lakes. indicating existing

b. Sign off on sewage and water from the appropriate body regardless if the project will be connecting to facilities either by the Kosciusko County Health Department (once the form is complete it can be emailed to their office for approval), local Town/City, or sewer district.

c. Estimated Cost of the project.

d. The name and contact information for the person/s which will be listed as contractor for the project.

e. Permit Fee depending on the project type. Permit fees can be paid online by credit card or in the office by cash, check, or card. Note that if using a card there is a 3% service fee added.

A comprehensive check list can be found on the Area Plan Commission webpage by going to the Kosciusko County web page at www.kosciusko.in.gov

Question: I started the permit online but cannot upload documents or have other issues, can I come into the office.

Answer: Yes. Any permit started online can be completed in the office. If you have begun a permit online and wish to complete it in person you will just need to let office staff know that there is an open application and we can pick up where you left off.

Question: How long does it take to get a permit?

Answer: If you come into the office to obtain a permit and have all required documents and approvals a permit can typically be processed in 20 minutes. It should be noted that permits are issued from 8:00 am to 4:00 pm Monday thru Friday.

If you apply for a permit online, once the permit is submitted our office is notified and will begin reviewing the application. If all aspects of the application are correct and all required documents are provided a permit can be process typically in a day or two. Once our office processes the permit you will receive an email notifying you to pay the permit fee. Once paid the permit will be emailed and the site poster will be mailed to the address provided on the submittal page.