

JAY COUNTY/PORTLAND BUILDING & PLANNING DEPARTMENT

APPLICATION FOR ZONING & IMPROVEMENT LOCATION PERMIT

Phone: 260-726-6904 / Fax: 260-766-4224

PLEASE PRINT - PLEASE FILL OUT COMPLETELY

****Applicant Information (Only if different from Property Owner)**

Applicant Name _____
Applicant Address _____
Applicant Phone Number _____

****Property Owner Information:**

Owner Name _____
Address _____
City _____ State _____ Zip _____
Phone Number _____

Project Address _____
Township _____ Area Zoned _____
Is property located in a flood area? _____

Setbacks in feet: (Distance from property lines and road)
Front _____ Rear _____ Right Side _____ Left Side _____

Description of Structure _____
Use of Structure _____
Structure Size _____ Total New Structure(s) Sq Ft _____
Number of Stories _____ Number of Baths _____ Basement _____
Start Date _____

****Estimated Construction Cost of Project** _____

****Contractor Information:**

Foundation _____ Phone _____
Building _____ Phone _____
Plumbing _____ Phone _____
****Indiana Plumbing License #** _____
Septic Installation _____
Electrical _____ Phone _____
Mechanical _____ Phone _____

****Applicant Signature** _____ **Date** _____

****Property Owner Signature** _____ **Date** _____
(If Different from Applicant)

This application shall be accompanied by a plot plat of the premises showing the location of all proposed and existing structures. The plot plan shall be complete with dimensions of the premises, structures, setbacks, and side yards. A complete copy of the blue prints/plans shall be furnished.