

JAY COUNTY/PORTLAND BUILDING & PLANNING DEPARTMENT

APPLICATION FOR ZONING & IMPROVEMENT LOCATION PERMIT

Phone: 260-726-6904 / Email: jaycobldg@gmail.com

PLEASE PRINT - PLEASE FILL OUT COMPLETELY

****Applicant Information:**

Applicant Name _____

Address _____

City _____ State _____ Zip _____

Phone Number(s) _____

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

Owner Name _____

Address _____

Phone Number _____

Project Address _____

Township _____ Is property located in a Flood Zone Area? _____

Setbacks in feet: (Distance from property lines and road)

Front _____ Rear _____ Right Side _____ Left Side _____

Description of Project/Structure _____

Use of Project/Structure _____

Structure Size _____ Total New Structure(s) Sq Ft _____

Number of Stories _____ Septic Permit Required _____ 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.