Building Permit Requirements during COVID 19

1. Contact Planning and Zoning for their requirements and obtain their approval and/or permit.

2. Once you have received approval from Planning & Zoning you will go to the following website:  
   http://www.lagrangecounty.org/index.php/docs-downloads/building-department for the required 
documents to obtain a Building Permit.

   A) Application for Building Permit (ALL)
   B) Advanced Structural Component Notification (ALL except Gas & Electric)
   C) Lake Zone Construction Notice (Lake Zones Only)
   D) 2020 Contractor Registration Form

If you are applying for a Gas, Permanent Electric Permit or Contractor Registration you can submit those via 
email building@lagrangecounty.org.

3. Once the Building Department has approved your permit you will have the following options for 
   payment:

   A) Mail a Check to: LaGrange County Building Department, 114 W Michigan St., LaGrange, In 46761 
      (include a self-addressed stamped envelope to mail your receipt and permit back to you.) Please 
      include the permit number you are given by the Building Dept. in the check memo line.
   B) Pay online https://pay.paygov.us/EndUser/LocationCode.aspx select the following 
      State: Indiana
      Jurisdiction Name: LaGrange County
      Transaction: LaGrange-Building Department
      Click on “Make a Payment”
      In the “Purpose of Payment” line, include the permit number given to you by the Building Dept. and 
      fill out the rest of the payment information.
   C) Once we receive confirmation of payment we will email or mail you a copy of your documents and 
      the Building Permit that will need to be posted visible from the roadway. Please note that receipt 
      of payment may take up to 24 hours when paid on PayGov.us
   D) Call the 24-hour Building Department Inspection line at 260-499-6309 to schedule your inspections.
   E) Questions and/or correspondence should be emailed to building@lagrangecounty.org.

Please understand this process will take longer than normal as we must work with the restrictions set forth by 
the Governor. Rest assured we will make adjustments as needed to make the process as smooth as possible 
until restrictions are lifted. Thank You for your patience and understanding during this time.

Thank You,

Jason Boggs
LaGrange County Building Commissioner
LaGrange County Building Department
LaGrange County Office Building
114 West Michigan Street, Ste. #7
LaGrange, IN 46761
Phone: 260-499-6305

2020 CONTRACTOR REGISTRATION

ANNUAL FEE: $75.00
REGISTRATION#_______
(For office use)

PLEASE PRINT
BUSINESS
NAME: ______________________________________________________

OWNERS NAME: ________________________________________________

MAILING ADDRESS: _____________________________________________

CITY: ________________________ STATE: ______________ ZIP: __________

PHONE: ________________________ CELL: ________________________

FAX: ________________________ EMAIL: ________________________

TYPE OF WORK ________________________________________________

Please answer YES OR NO to the following questions:

1. Do you carry liability insurance? ______

2. Do you carry Workman’s Compensation insurance?____

3. Are you bonded?_______

4. Have you failed any test given by any approved testing facility?____

5. Do you hold a certificate issued by any approved testing facility?______
   If yes, for what? _____________________________________________
   __________________________________________________________

Signature ___________________________________ Date __________

NOTE: ALL GENERAL, FRAMING, ELECTRICAL, INSULATION, MECHANICAL,
PLUMBING & CONCRETE CONTRACTORS WORKING IN LAGRANGE COUNTY
MUST BE REGISTERED WITH THE BUILDING DEPARTMENT.
(Ordinance#2006-12-4)

FAILURE TO REGISTER WILL RESULT IN $250 PENALTY!
(double annual registration fee + $100)
Application for Building Permit

Parcel ID # ________________________ Planing/Zoning# ________________________

Name of Land Owner ________________________

Mailing Address of Land Owner ________________________

Site Address ________________________ Township ________________________

Phone # of Land Owner ________________________ Email of Land Owner ________________________

Type of Construction (Circle all that apply)

House Garage Barn Addition Remodel Pool Electric Gas Commercial Modular Mobile Home

Estimated Cost of Construction $ ________________________ Number of Stories ________________________

Building Square Footage: 1st Floor SF ________________________ 2nd Floor SF ________________________

Porch(es): SF Decks: SF

(check 1) Slab Crawl Space Basement Finished SF /Unfinished SF ____________

(Check 1) Garage: Attached Detached SF

Barns: SF

(Circle) Fuel Supplier: Propane NIPSCO Electric Supplier: REMC NIPSCO

Note: All Contractors must be registered prior to Applying for Building Permit. Please list Contractor below.

General Contractor ________________________

Plumbing Contractor ________________________

Mechanical Contractor ________________________

Concrete Contractor ________________________

Electrical Contractor ________________________

Insulation Contractor ________________________

________________________

Documentation Check list

Site Plan

(Residential)floor plans

Health Dept./Septic Permit

Town/Lake Letter

Driveway Permit

Soil Boring Results

Fire Letter

Copy of Recorded deed (if needed)

(Commercial)Blue Prints

X ________________________

Applicant signature

Assigned Building Permit # ________________________
Advanced Structural Component Notification

Effective July 1, 2018, applicants for structural permits are required to declare any “advanced structural components” used in the floor or roofing construction having less than one (1) hour of fire resistance when tested in accordance with the ASTM Standard E119.

Address: ___________________________ Owners name(print)____________________

Township: __________________________ Fire Dept: ____________________________

Type of component: Wood I-joist: __YES __NO, Roof Trusses: __YES __NO

Other Products & locations: ________________________________________________

This structure: Type of structure: _____________________________________________

___ has “advanced structural components” in the floor.

___ has “advanced structural components” in the roof. (*ALL TRUSSES ARE ENGINEERED)

___ does not have “advanced structural components.” (NOMINAL LUMBER ONLY)

Applicant Signature: _______________________________________________________

Date: ___________ Reviewed By: ___________

Building Commissioner Jason Boggs: ________________________________________
LaGrange County
Building Department
County Office Building
114 West Michigan Street
LaGrange IN, 46761

NOTICE

Effective Immediately: Feb 2019

ANY new construction or construction on an existing structure that would change the load of the foundation in a Lake Zone and or designated floodplain (except decks without roof structures.) The owner/contractor will need to provide documentation that the soils in their current condition would support the proposed structure. This can be from a certified party via soil boring (structural design) report or engineering report etc. This will be due prior to any foundation inspections in the above stated areas.

Customer: __________________________

Reviewer: ________________________

Thanks,

Jason Boggs
LaGrange County
Building Commissioner