



# NEW RESIDENTIAL CONSTRUCTION APPLICATION

Date: \_\_\_\_\_

Property Address: \_\_\_\_\_

Property Owner: \_\_\_\_\_ Contact Phone # \_\_\_\_\_

General Contractor: \_\_\_\_\_ Contact Phone # \_\_\_\_\_

E-Mail: \_\_\_\_\_

Type of Dwelling:  Single Family  Duplex  Multi-Family: # of units \_\_\_\_\_

Sanitary Type:  Sewer  Septic Water Source: \_\_\_\_\_

RANCH Total S.F. \_\_\_\_\_ Basement S.F. \_\_\_\_\_ Finished Yes / No  
Slab \_\_\_\_\_ Crawl \_\_\_\_\_

BI-LEVEL Upper Level S.F. \_\_\_\_\_ Lower Level S.F. \_\_\_\_\_ Total Finished S.F. \_\_\_\_\_

TRI-LEVEL Main Level S.F. \_\_\_\_\_ Upper Level S.F. \_\_\_\_\_ Lower Level S.F. \_\_\_\_\_  
Total Finished S.F. \_\_\_\_\_

2 STORY Main Level S.F. \_\_\_\_\_ Upper Level S.F. \_\_\_\_\_ Basement S.F. \_\_\_\_\_  
Total Finished S.F. \_\_\_\_\_ Slab \_\_\_\_\_ Crawl \_\_\_\_\_

### ADDITIONAL INFORMATION:

Total Height of Structure \_\_\_\_\_ Total # of Bedrooms \_\_\_\_\_ Total # of Bathrooms \_\_\_\_\_

Covered Porch S.F. \_\_\_\_\_ Deck S.F. \_\_\_\_\_ Driveway Dimensions: \_\_\_\_\_

Concrete Patio S.F. \_\_\_\_\_ Attached Garage S.F. \_\_\_\_\_ Detached Garage S.F. \_\_\_\_\_

Does this project involve excavating/removal of material? Yes / No If so, how many cubic yards? \_\_\_\_\_

Where is the exact location that the excavated material will be taken? \_\_\_\_\_

Does this project involve adding fill to job site? Yes / No If so, how many cubic yards? \_\_\_\_\_

(For additional information, please refer to Chapter 150 of the Municipal Code.)

### NEW RESIDENTIAL CONSTRUCTION CHECK LIST

- Residential New Construction Application
- Subcontractor List
- Copy of executed construction contract
- Residential Energy Code Compliance
- Initial Plat of Survey (see attached requirements)
- Plans: 1 set of Construction Drawings showing: floor plans, structural/framing plans, etc.
- Lake County Septic Approval (if applicable)
- Merrillville Conservancy District or Gary Sewer Tap Permit & Receipt (if applicable)

2<sup>nd</sup> Plat (Post-Wall) (see attached requirements)

Date Received: \_\_\_\_\_ Approved by Building Official: \_\_\_\_\_

Final Plat (see attached requirements)

Date Received: \_\_\_\_\_ Approved by City Engineer: \_\_\_\_\_

## **City of Hobart Plat of Survey Submission Requirements-** **New Residential Construction**

### **What needs to be shown on my survey?**

There are three types of land surveys that will be required throughout the construction process, depending on which phase of construction you are in. Two (2) copies of each survey will be required as described below:

#### **Phase 1 – Preliminary Plat of Survey**

The preliminary plat of survey is the first survey that will need to be **submitted with the initial building permit application**. When submitting the preliminary survey, the following details must be shown on the survey before it is ready for City review:

- Legal description and common address of the property.
- Lot number, lot size, and the building setback lines (based on the zoning of the property).
- Location of any/all existing easements; such as utility, drainage, landscape and access (ingress/egress) easements.
- Scale and North arrow.
- Bench mark, plainly labeled and within three hundred feet (300') of the proposed lot.
- The location and size of the proposed structure on the lot, including dimensions for the front, rear, and side property lines.
- Total square feet of lot and building foot print
- Elevations for the top of foundation.
- Elevations at all four property corners, and all spot elevations with flow line arrows required to properly indicate the lot drainage patterns.
- Grade elevations for all overland flow routes.
- Elevations for the top of the existing foundations on the adjacent properties.
- The proposed location of the driveway and any sidewalks, including dimensions.
- The location of the sanitary sewer, septic systems and storm water sewers, as well as a soil erosion plan that includes the location of the silt fence and any other protective measures required necessary by the City MS4 Coordinator.
- Stamp and signature of a registered Indiana land surveyor or a registered professional engineer.

## **Phase 2 – Foundation Spot Survey**

The foundation spot survey is very similar to the plat of survey, with one major difference. While the plat of survey is a conceptual layout of how the proposed structure is situated on the lot, the foundation spot survey shows the actual layout of the proposed structure and lot grades **after the foundation walls have been constructed.**

The foundation spot survey requires all of the information that is required on the preliminary plat of survey, as well as the following:

- The elevation for the top of foundation.
- The measurements of the foundation setbacks from each property line.
- The distance of all structures from all easements and setback lines.
- The stamp & signature of a registered land surveyor or a registered professional engineer that includes the following statement:

***“The top of foundation survey fully complies with the approved engineering plans for the lot”.***

**NOTE:** In the event that the final grading of the lot differs from the approved plans, a statement must be made as to the nature of the change. The City Engineer may approve minor changes that do not adversely affect the land in question, or other lands.

### **Phase 3 – Final Lot Grading Survey**

The final lot grading staked survey shall be **submitted prior to the scheduling of a final building inspection**. The final lot grading staked survey must include all of the information that is included on the foundation spot survey, as well as the following:

- The builder's name and company name.
- Grade elevations for all overland flow routes.
- Existing top of foundation grade.
- Existing garage floor elevation at the front of the home.
- Indicate the driveway slope; measured in percentage, along the centerline of the driveway, from the garage to the edge of the street; or to the curb flow line.  
Driveways must comply with Detail DS-G08 in the City of Hobart Standards.
- Existing elevations at each corner of the lot AND home, with drainage arrows.
- Existing elevation of all drainage break points within the lot.
- The existing location and elevation of any utility structures located on the lot.
- The location and setback measurements from the property lines for the water b-box.
- The location and measurements of any additional accessory detached building.
- All concrete, masonry, brick, or asphalt flatwork.
- The stamp & signature of a registered land surveyor or a registered Professional Engineer that includes the following statement:

*"The final grading of the lot has been completed and fully complies with the approved Engineering plans for the lot".*



**SUBCONTRACTORS LIST**

**(General and Subs must ALL be licensed in the City of Hobart.)**

**Date** \_\_\_\_\_ **Job Site Address** \_\_\_\_\_

General \_\_\_\_\_

Excavator \_\_\_\_\_

Electrical \_\_\_\_\_

Plumbing \_\_\_\_\_

HVAC \_\_\_\_\_

Sewer \_\_\_\_\_

Framing \_\_\_\_\_

Concrete \_\_\_\_\_

Waterproofing \_\_\_\_\_

Roofing \_\_\_\_\_

Drywall \_\_\_\_\_

Siding \_\_\_\_\_

Brick Work \_\_\_\_\_

Painting \_\_\_\_\_

Gutters \_\_\_\_\_

Trim Work \_\_\_\_\_

Fire Alarms \_\_\_\_\_

Sprinklers \_\_\_\_\_

Others \_\_\_\_\_

**Electrical, Plumbing, HVAC, Sprinkler, Fire Alarm and Sign Contractors are all responsible for pulling their own permits.**

**\*\*\*Please fax any subcontractor changes to (219) 947-2314\*\*\***

## City of Hobart - Required Residential Inspections

Once you've received the necessary residential permits, you must **schedule inspections** at certain points in the construction process. When you schedule an inspection, please have a copy of the approved permit and building plans on the job site and available to the inspector during each inspection. It's the responsibility of the permit holder to notify the City when the stages of construction that require inspection are reached. Ladders, scaffolds and testing equipment required to complete an inspection must be provided. At least Forty-eight (48) hours prior to the start of any excavation, please call 811 for locates.

Call the City of Hobart to schedule your inspection appointment a minimum of 24 hours in advance. Please have your permit number and jobsite address available when scheduling an inspection.

**Building Department: 219-942-1722 8:00 a.m. – 4:30 p.m., Monday – Friday**

For Sewer Inspections, please call the Hobart Sanitary Department at 219-942-3619.

### REQUIRED INSPECTIONS

Below is a list of required inspections for residential builds and the time at which they occur.

<u>Inspection Type</u>	<u>Permit Type</u>	<u>When</u>
1) <b>Pre-pour Footing</b>	Building	Before pouring concrete
2) <b>Pre-pour Foundation Walls</b>	Building	Before pouring concrete walls, or for reinforce CMU walls.
3) <b>Post-Wall Inspection:</b>	Building	Foundation Post-Wall Inspection is required after wall is poured. <b>Contractor is required to submit an as-built (from a licensed land surveyor) as required per Ordinance 2019-01 for verification of compliance with original Site Plan/Plat of Survey.</b>
4) <b>Backfill</b>	Building	After waterproofing and drain tile (before backfilling)
5) <b>Groundwork</b>	Plumbing, HVAC, Electrical	Before backgrading
6) <b>Pre-pour Other</b> Slab, basement, garage floors, driveways, walks, patios, decks, etc.	Building	Before pouring concrete
7) <b>Rough-in</b>	Plumbing, HVAC, Electrical	Before covering work
8) <b>Framing</b>	Building	After trade rough-ins (allows insulation)
9) <b>Insulation</b>	Building	After insulating (allows drywall)
10) <b>Final</b>	Plumbing, HVAC, Electrical	After work is complete
12) <b>Final</b>	Building	After trade finals, before Certificate of Occupancy
13) <b>Certificate of Occupancy</b>	Certificate of Occupancy	<b>After Finals and upon receipt and verification of final as-built per Ordinance 2019-01.</b>

### Other Inspections

(timing depends on needs)

Service	Electrical	After upgrading or new service box
Temporary Power	Electrical	Before NIPSCO begins service
Concealment Ditch	Electrical	Before backfilling trench
Fireplace	Building	Fireplace hearth or throat inspections
Sewer/Water Service	Plumbing	When tapping mains/before backfill