

Why do we need permits?

Permits protect the owner, the contractor and the City. Permits help to protect property values and can be required in an insurance claim and refinancing. Permits also insure that all buildings and structures constructed or altered in the city meet the standards as established by the State of Indiana and the City of Elkhart. A Zoning Clearance may also be required in addition to a permit. For questions regarding whether a permit is required, please contact the Permit Center at 574-294-5471.

Who issues permits?...

Permits are issued at the Permit Center located on the 1st floor of the Municipal Building at 229 South Second Street. The hours are Monday through Friday 8:00 A.M. - 4:30 P.M. Methods of payment are cash, check or credit card.

Who can apply for a permit?

For both residential and commercial construction, an owner, contractor or agent may apply for a permit. Contractors must be licensed to obtain a permit for demolition, electrical, mechanical, or plumbing. Building plans may be required. If required, plans must have sufficient detail for the reviewer to determine if all code requirements have been met.

When and what projects require filing plans with the state?

To determine if plans require a State Design Release, go to <https://www.in.gov/dhs/3658.htm>- Indiana Department of Homeland Security

When are inspections required?

Inspections are required prior to pouring foundations, walls being covered and upon completion and prior to occupancy. This is not an all-inclusive list of required inspections. Please check with the Trade Inspectors regarding your project.

What is a stop work order?

Whenever any work is being done contrary to the provisions of the codes and/or ordinances, the Building Commissioner or his/her designee may order the work to be stopped. A notice in writing can be served on any person(s) engaged in the doing or causing such work to be done, or by posting notice at the site where the work is being performed. Any such person(s) shall forthwith stop such work until authorized by the Building Commissioner or his/her designee to proceed with the work.

Where can I get a copy of the codes?

You may view the code books at your local Library or purchase them from: <http://www.iccsafe.org>.