

**DEPARTMENT OF COMMUNITY SERVICES
CARMEL, INDIANA**



www.carmel.in.gov

**BUILDING HANDOUT FOR
SINGLE FAMILY HOMES**



**For a quick response to questions please call or visit the
Building and Code Services Office:**

Main Office – 317-571-2444

Hours: Monday-Friday 8:00 am – 5:00 pm

Inspector-On-Call – 317-571-2481

Hours: Monday – Friday 8:00 am – 9:00 am

**This pamphlet is a guide to the most common questions, issues
and common oversights. It is not intended nor shall it be
considered a complete set of requirements.**

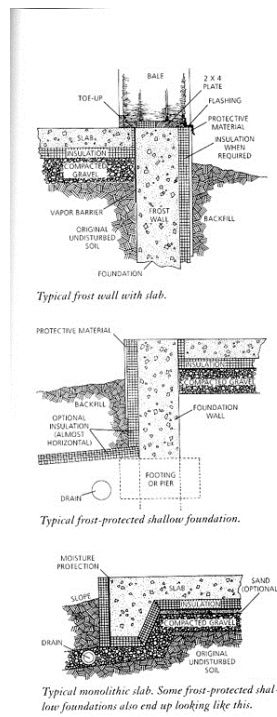
SUBMITTAL REQUIREMENTS:

1. **COMPLETED RESIDENTIAL IMPROVEMENT LOCATION PERMIT APPLICATION, (ILP) which also includes the reverse side (or 2nd page) of this procedure sheet.**
These can be picked up at our office. These are 3-part, carbon-less forms. A sample of the ILP appears on our website at: www.carmel.in.gov through the Dept. of Community Services link, in the Building & Code Services section. (A copy of this procedure sheet can also be found in that section.)
2. **TWO (2) SETS OF CONSTRUCTION PLANS: At least one set of the plans should be on paper no larger than 11 inches by 17 inches. If this is not possible a disc containing the electronic PDF copies shall be submitted, in addition to the paper copies. If you have issues regarding paper size and/or the electronic submittal please contact either the Building Commissioner through (317) 571-2444.**
THESE SHOULD INCLUDE:
 - i. Building Elevations (from all four sides)
 - ii. Foundation plan
 - iii. Floor plan
 - iv. Typical wall section
 - v. If Manufactured Trusses are used, truss diagrams must be included with the building plans, for all trusses being used. Truss diagrams must be STAMPED with the seal of the registered architect or engineer who is responsible for that design. ONLY Indiana registrations will be recognized.
3. **SEWER AND WATER PERMITS FOR NEW STRUCTURES.** You will need to determine which utility company provides services to your construction site, and provide a copy of the utility permit.
 - a. Carmel Utilities: (317) 571-2443. A sewer and/or water permit should be purchased at the office of Building & Code Services, prior to or at the time you are submitting your building permit application. ALSO contact Carmel Utilities (317-773-2855) for permits for wells that will be located within the City limits.
 - b. Clay Township Regional Waste District: (317) 844-9200.
 - c. Hamilton County Health Dept. (for wells not inside the City limits and/or all septic permits); (317) 776-8500
4. **ONE (1) COPY OF THE SUBDIVISION CONSTRUCTION/DEVELOPMENT PLAN IS REQUIRED—FOR NEW DWELLING UNITS.** Sometimes referred to as an “as-built,” this plan should show the lot in question, the surrounding lots, the building pad or building pad elevation, and the ground topography lines. You do NOT need to provide plans for the entire subdivision.
5. **TWO (2) COPIES OF A SITE (OR PLOT) PLAN SHOWING THE FOLLOWING REQUIRED INFORMATION:**
 - a. Name and address of designer of plan, with date
 - b. Name and address of property owner
 - c. Lot number and subdivision name, or applicable general description
 - d. Lot drawn to scale—all dimensions: Including Lot/Property lines
 - e. Minimum front building setback line, per approved development plan (include all front yard)
 - f. All roads, alleys, rights-of-way, etc...
 - g. Any applicable flood plain area (Certificate of Elevation, if necessary)
 - h. Building pad elevation and lot corner elevations
 - i. All accessory buildings / structures – existing or proposed
 - j. All sidewalks and driveways
 - k. Sewer and water lines, septic system, (tanks & filed system) and/or well locations
 - l. Drainage flow arrows
 - m. All drainage swales and subsurface facilities (retention / detention areas, etc...)
 - n. Sump pump -- Show sump pump pit(s) and discharge line locations
 - o. Geothermal heat pump discharge locations

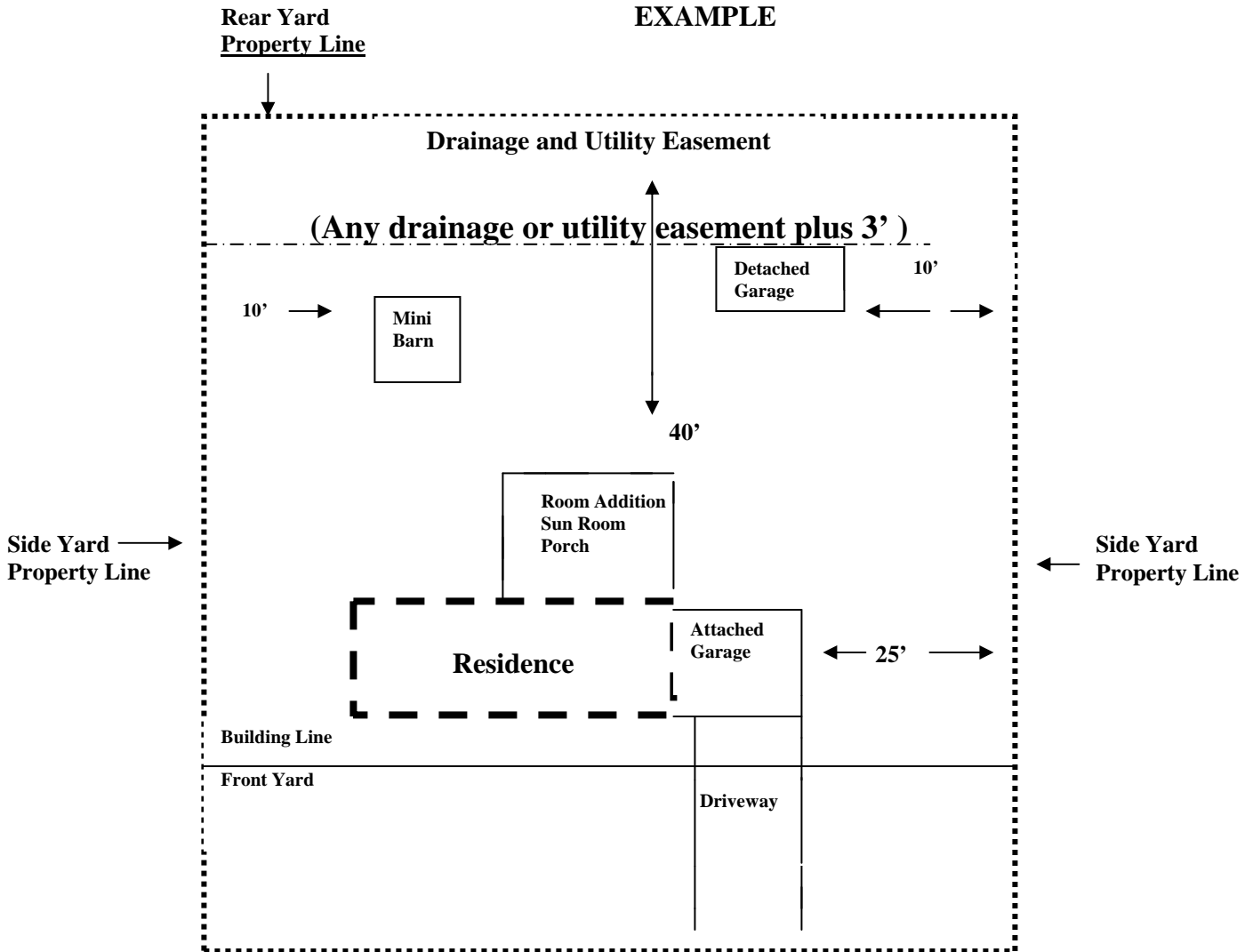
Typical Building Elevations (Example)



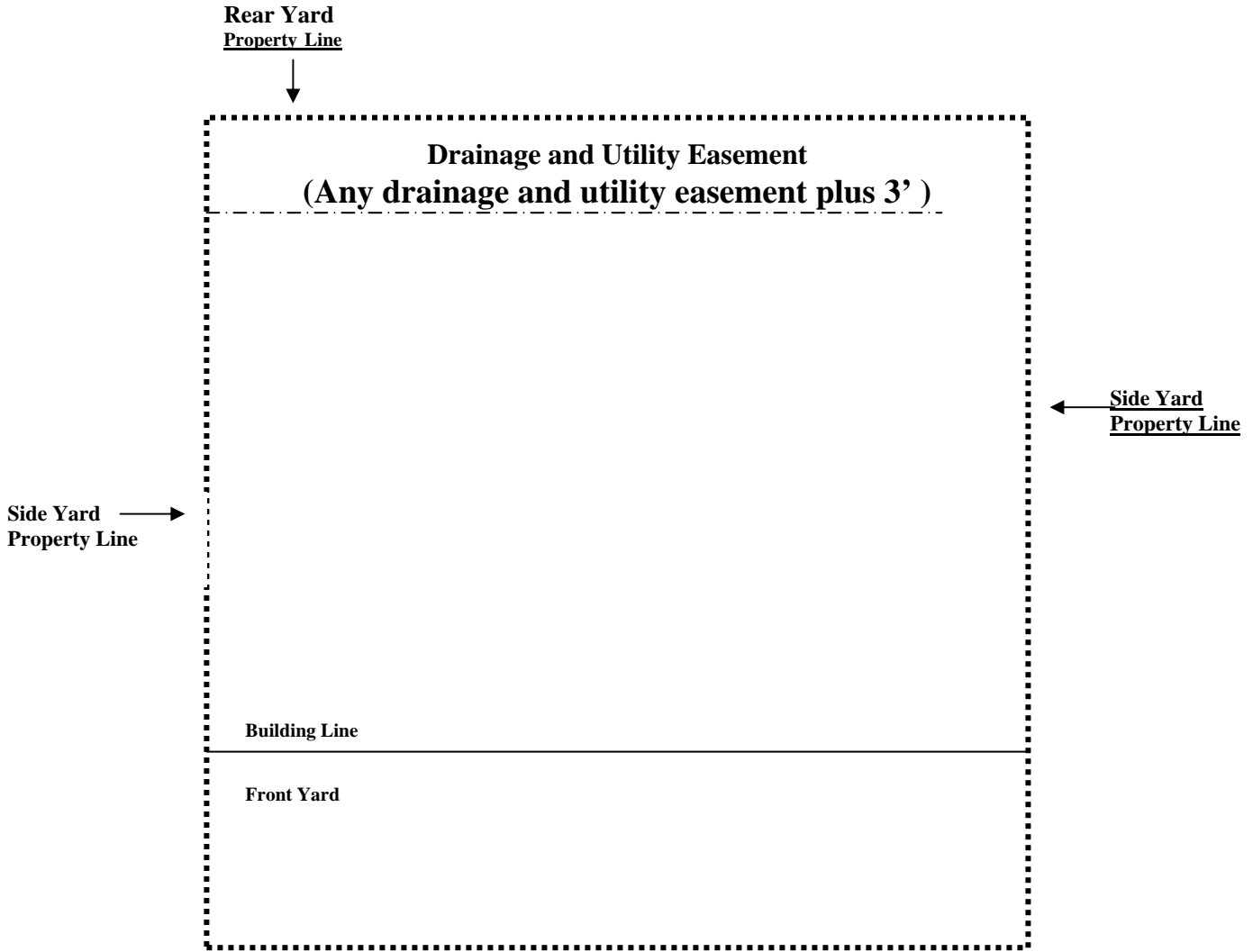
Typical Foundation Plan (Example)



**TYPICAL PLOT PLANS
(Site Plan)
EXAMPLE**



Typical Site Plan

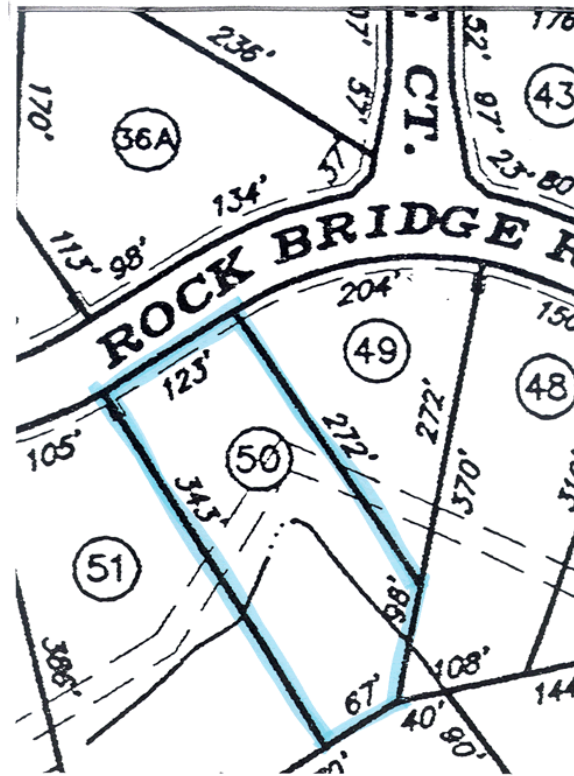


Set Back Distances:

Please Circle applicable zoning district:

Zoning District:	S-1	S-2	R-1	R-2	R-3	R-4
Min Front Yard:	40'	35'	35'	35'	30'	30'
Min. Side Yard:	10'	10'	10'	5'	5'	5'
Agg.Side Yard:	30'	25'	20'	15'	15'	15'
Min. Rear Yard:	20'	20'	20'	20'	20'	20'
Min Lot Width:	120'	100'	100'	80'	60'	60'
Max Lot Coverage:	35%	35%	35%	35%	35%	35%

Typical As Built
(Example)



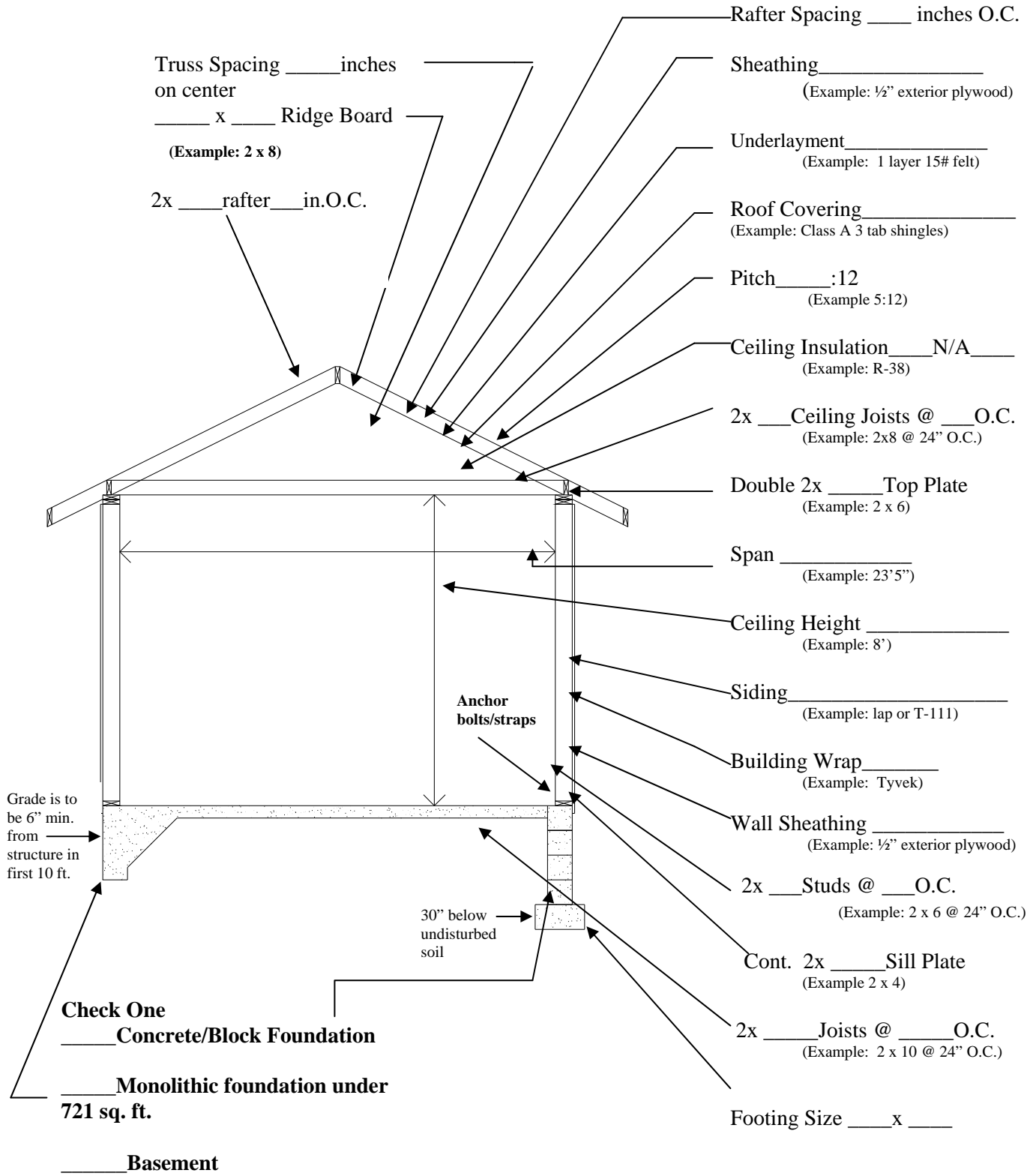
The following is a listing of all required **minimum** R-Values.

Wall	R-13
Ceiling	R-30
Floor	R-25
Box or RIM Joist	R-22
Slab perimeter	R-10 4 ft. wide
Crawlspace	R-10 2.7 ft. down
Basement	R-10 7 ft. down

Exterior joints, seams and penetrations in the building envelope, which are sources of air leakage shall be sealed with caulking, gaskets, tape, or covered with a moisture vapor-permeable house wrap. Openings between the building envelope and conditioned space, such as at recessed lights, attic and crawlspace panels, tub and showers and electrical penetrations shall be sealed with materials which will allow for expansion and contractions of the construction materials.

Wall Section

Note: For roofs with slopes between 2:12-4:12 follow manufacturer's instructions for low slope application of roofing material.



Sample Floor Plan

