CITY OF BRAZIL

203 East National Avenue
Brazil, Indiana 47834
Phone: (812) 446-0050
www.brazil.in.gov

Building Permit Application Instructions/Requirements

1. All applications for building permits must include a statement of work to be done and the estimated or actual cost of the project. This must be printed or type written on the contractor's letterhead. If the property owner is doing his own work, a simple handwritten statement is allowed. This document still must include a statement of the work to be done and the estimated or actual cost of the project.
2. When requesting a building permit for new construction, home additions/renovation and any other outdoor structures, you must provide a site plan of the project that expresses the size and location of all structures, including the new project, complete with accurate measurements of the dimensions of the structures and measurements of all setbacks and also measurements of the entire parcel itself. In addition, the site plan should be oriented properly and include the closest street intersection with said streets properly labeled.
3. If your property is within a floodplain or flood fringe, the NFIP FIRM or FIRMette including your parcel must be provided. Any construction must be approved by DNR Water.
4. Any and all state permits must be provided.
5. To allow time for review, the application for new construction and all documents should be submitted to this office at least two weeks before the start date of your project. This office is required to conduct a thorough review of your project before the building permit is issued.
6. Project must comply with all building and zoning ordinances currently in effect in the State of Indiana and in the City of Brazil. (Local ordinances available upon request)
7. A copy of the utility taps application if applicable.
8. A copy of the street cut permit application if applicable.

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Building Application

Permit #:_____ **Date Received:**_____ **Total Inspects:**_____

1. Owner: **2. Contractor Information:**

Owner:	Contractor:
Phone #:	Phone #:
Email:	Email:

3. Location Information:

Improvement/New Build Address:	State Design Release # (attach copy)	Square Footage:
Project Value:	Misc:	

4. Construction Activity:

Type(s) of Construction to be Completed:

5. Inspections: 24-HOUR NOTICE REQUIRED

	Footer		Roof		Driveway
	Foundation		Siding/Wall Covering		Final
	Framing		ESC		Residential Plan Review
	Rough Plumbing		Temp. ESC		Commerical Plan Review
	Rough Electrical		Deck		Other_____
	Windows & Doors		Porch		
	HVAC, Heating & Insulation		Pool		

Applicate Signature:	**Date:**

Planning Administrator Signature:

****Note: It is the contractor responsibility to contact the building inspector for requried inspections!****

Building Inspector

Cara MacKenzie

812-230-5619

Allow 24 Hour Notice for Inspections

and

Allow 48 Hour Notice for Final Inspections