

Town of Avon
Building Department Frequently Asked Questions

NOTE: All applications MUST be submitted a minimum of thirty (30) days prior to the scheduled start time of a project to ensure a timely review. Projects started without an approved and issued permit are subject to a fine of up to three (3) times the original permit fee.

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1. WHEN DO I NEED TO GET A BUILDING PERMIT?

- all new structures
- room additions
- accessory buildings (ex. storage shed)
- decks
- fences
- pools
- covered porches
- remodels (including basements)
- re-roof a building. This applies to commercial, industrial, and residential properties.
- work that may require electrical or plumbing changes

2. WHEN DON'T I NEED TO GET A BUILDING PERMIT?

- when providing normal maintenance or repair to your home or business
- replacing doors, siding, or windows
- replacing appliances (including water heaters and furnaces)
- when providing cosmetic work including repainting or placing new floors
- landscaping including: plantings, hardscape materials, patios, irrigation systems

3. HOW DO I GET A BUILDING PERMIT?

Permit applications are available online or at Town Hall. Permit applications are reviewed on a first come, first serve basis according to the date of submittal. *All applications MUST be submitted a minimum of thirty (30) days prior to the scheduled start time of a project to ensure a timely review. Projects started without an approved and issued permit are subject to a fine of up to three (3) times the original permit fee.*

1. Please check online at avongov.org to determine if your subdivision is within the corporate limits of the Town of Avon. This can be found by going to either the Planning or Building Department Page and clicking on “[Zoning Classifications for all subdivisions within the Town of Avon Corporate Limits.](#)” or call Town Hall.
2. Print out the necessary application from the Building Department’s home page located at <http://avongov.org/department/?fDD=14-0> or pick up a copy at Town Hall.
3. Complete the application by filling in all portions pertaining to your specific project (Building Permit Application is a general application covering several different projects so some portions may not apply).
4. Submit the completed application and the following requirements to the Building Department in Town Hall: (continued on next page.....)

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Residential, New Home: You will need a completed permit application (be sure to fill out all three pages), two site (plot) plans, two sets of drawings, and a copy of the tap-in permit for the sewer connection.

Residential, Additions, Accessory Buildings including storage sheds, Decks, Pools, Covered Porches and Remodels: You will need a completed permit application (be sure to fill out all three pages), a site (plot) plan, and two sets of drawings indicating all structural, electrical and plumbing work to be done. These plans must include wall sections, floor or roof sections and a list of materials to be used. If these items are not provided, the review and approval of your application may not occur. Please review the Covenants and the Commitments of your neighborhood to make sure your addition, pool, or accessory building is compliant. The Town of Avon does not research, review, keep record of or enforce neighborhood commitments or covenants unless they were a condition approved as part of the zoning, platting or development stage of the subdivision.

Commercial and Industrial, New Buildings, Additions, Tenant Finishes, Accessory Buildings, Pools, and Remodels: You will need a completed permit application (be sure to fill out all three pages), two site (plot) plans, three sets of drawings indicating all structural, electrical and plumbing work to be done. These plans must include wall sections, floor or roof sections and a list of materials to be used. If these items are not provided, the review and approval of your application may not occur, the Construction Design Release from the State of Indiana, and a copy of the tap-in permit for the sewer connection. You will also need to complete a Development Plan Review Application for the Avon/Washington Township Fire Department; a fee of three cents per square foot must accompany this permit; make checks out to "Avon/Washington Township Fire Department". Some remodels, depending on the scope of work being done, may not require State Approval, so you will need to check with the State of Indiana Department of Homeland Security (317-232-6422).

Re-roofs, Commercial and Residential: You will need a completed permit application (be sure to fill out all three pages). No plans are required unless the building is located within the US 36 Overlay District. Contact the Planning Department to determine if this applies to your location.

4. DO I NEED A SEPARATE PERMIT TO DO ELECTRICAL OR PLUMBING WORK ON AN ISSUED, ACTIVE BUILDING PERMIT?

No. If you are contracted to do work for a building that has already been issued a building permit from the Town, you do not need a separate permit for your job. This includes instances such as a new building has been issued a permit and an electrical contractor is hired for electrical work. This work would be covered under the general building permit. Any applicable inspections for your portion of the job must still be scheduled. If you are unsure if the project has an issued or active building permit, please contact the Town with the name and address of the property.

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5. HOW CAN I PAY FOR MY PERMIT?

Permit fees for Signs, Fences, Events and Re-roofs are due with the submittal of an application. All other building permit fees will be accepted after you are notified by the Town for the approval of the application and you pick up your permit. Refer to the Building Department's home web page under the 'Services' heading for a list of permit fees. Make building permit fee checks out to "Town of Avon". Be sure you live within the corporate limits of the Town before you come to our office. If you are unsure, please check online at avongov.org or call Town Hall at 317-272-0948. Permit applications are available on our website. The Town of Avon accepts cash (exact change only), checks (made out to 'Town of Avon'), and money orders only. Permit fees are non-refundable.

6. HOW CAN I CHECK THE STATUS OF A SUBMITTED PERMIT APPLICATION?

You may call the Building Department at 317-272-0948 to check the status of your permit review. Please remember, you must allow up to thirty (30) days for a permit to be properly reviewed and issued before your project can be started. Calling the Building Department to verify the status will not accelerate the review process. The Town also does not offer expedited services for permit review. It is not the Town's responsibility to ensure your project is started on your deadline. Providing the necessary thirty (30) day review window will help you obtain your permit in time for your project deadline. Calling repeatedly to push for a permit review to be done will only serve to delay the review further.

7. WHAT BUILDING CODES ARE USED IN AVON?

The Town of Avon enforces the most current and adopted codes for the State of Indiana. A complete list of current building codes may be found at <http://www.iabo.com/currentcodes.htm>

8. WHAT TYPES OF INSPECTIONS ARE REQUIRED ONCE I OBTAIN A BUILDING PERMIT?

It depends on the scope of your project. Typically you will be required to request inspections for the following:

- Footings (including post holes for decks)
- Foundation
- Under-slab plumbing (if applicable)
- House Wrap (may be inspected at the same time as rough-in)
- Rough-in/Pre-drywall. Electrical, mechanical, plumbing, framing, insulation, and firestopping must be complete.
- Final- request this when the project is totally complete and you are ready to move into the new building, addition, or space.**

****A final inspection must be completed and a Certificate of Occupancy must be issued prior to occupying your new building, addition, or space! Failure to do so may result in delays in closing on your new home, opening your new business, or failure to meet the requirements of your lender, in addition to any fines imposed by the Town.**

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9. HOW DO I SCHEDULE AN INSPECTION?

Please call (317) 272-0948 and ask for extension 333 to be placed on the inspection “hotline”. Once there, follow the directions to schedule an inspection. Please provide an inspection request no later than 4:00 PM for the following day to ensure you make it on the schedule. You will receive a confirmation phone call from the Town indicating the inspection has been scheduled. If you do not receive a confirmation call, do not assume the inspection is scheduled. Do not expect to construct without the required inspections occurring or for the Town to accept alternative confirmation of appropriate construction (ex: pictures, affidavits) if you proceed without the required inspections. The Town is not responsible for damages incurred by a builder when materials are delivered (ex: concrete) in anticipation of an inspection that has not been confirmed by the Town.

10. HOW DO I OBTAIN A CERTIFICATE OF OCCUPANCY (C of O) FOR A HOME?

Upon any final inspection of a home built within the Town of Avon, The Building Commissioner will provide a Certificate of Occupancy to the builder or contractor of that home. If you need to obtain another copy or cannot locate the original copy, please contact the Town with the address of the home and we can provide another copy. If your home was approved, built and inspected while under Hendricks County jurisdiction, and then the subdivision or property was annexed into the Town of Avon, Hendricks County will still have your home’s file including the C of O and the plot plan. You must contact Hendricks County at 317-745-9254 to obtain your information.

11. I BOUGHT A FORECLOSED HOME, AND THE POWER COMPANY WON’T TURN ON THE POWER WITHOUT AN INSPECTION. WHAT DO I DO?

If your power company requires an inspection of the meter prior to energizing the building, you need to call our office at 317-272-0948 ex.333 to schedule a meter inspection. There is no charge or permit required for this service.

12. I HAVE A PROBLEM WITH MY HOME AND I WANT TO ASK SOME CODE QUESTIONS. WHO SHOULD I CONTACT?

You may email Mike Tulli mtulli@avongov.org regarding code questions and issues. The Town of Avon follows the latest version of the Indiana Building Code (IBC).

13. I THINK MY NEIGHBOR IS BUILDING SOMETHING WITHOUT A PERMIT. WHAT SHOULD I DO?

Please contact the Town of Avon immediately at 317-272-0948 if you think someone is building without a permit.