



CICERO / JACKSON TOWNSHIP PLAN COMMISSION

Accessory Structure

The building permit package should include but is not limited to the following information:

- A complete Accessory Structure Building Permit Application; Please include the full mailing address (city, state, and zip) and contact information of the property owner and building contractor
- Parcel Number
- Deed for the property; One (1) copy included for the property in question (or proof of ownership)
- Site Plan; One (1) copy drawn to scale showing & One (1) Electronic copy

Outline of the entire property

- Township Residential - submit site plan where ground will be disturbed, must use erosion control such as silt fence
 - Property line dimensions
 - Plot Plan & Location of all site improvements; (All primary and accessory structures, parking and drive areas, pools, lake access, etc.)
 - All utility and property easements (Plat Plan)
 - Set back distance from the property line to the proposed improvements/buildings: *See pg. 5 "Ordinance definition of appurtenances setbacks from property line"*
 - Location of septic tank, field and well if present
- Permission from the Home Owners Association; Construction in subdivision
 - Construction Documents; One (1) copy of the plans for construction + One (1) Electronic copy
 - Must include elevation changes as best as can be described
 - For questions contact the Plan Commission 317-984-5845
Email: fzawadzki@townofcicero.in.gov
 - Truss Calculations; *If required for the construction*, One (1) copy + One (1) Electronic copy with Registered Indiana Architect or Engineers Seal

Required Information for Construction Documents (Blue Prints)

The following information is required to obtain a building permit for an accessory structure within the jurisdiction of the Cicero/ Jackson Township Plan Commission. This information will be reviewed for compliance with the minimum standards for building code as currently adopted by the state of Indiana. The omission of any information noted below will cause delays in processing the building permit application. Please read these instructions carefully. If you have any questions, please contact the Plan Commission at 317-984-5845.

Note: Current Zoning Ordinances, Building Requirements, Processes for Permitting, and Fees Schedules can be found on the Cicero Town Website for review, www.cicero.in.org.



CICERO / JACKSON TOWNSHIP PLAN COMMISSION BUILDING PERMIT APPLICATION

OFFICE USE ONLY

Permit Category		Permit #:
<input type="checkbox"/> Improvement Location	<input type="checkbox"/>	Date of Issue:
<input type="checkbox"/> Building Permit	<input type="checkbox"/>	Date of Expiration:
Type of Release		Required Inspections:
<input type="checkbox"/> Full Release	<input type="checkbox"/> Foundation Only	Permit Cost:
<input type="checkbox"/>	<input type="checkbox"/> Structure Only	Conditions: Yes below needs surveyor approval
<input type="checkbox"/>	<input type="checkbox"/> Township Only	Over 1 acre disturbed area: Yes No

APPLICANT MUST COMPLETE THE FOLLOWING

Property Owner:		
Address:		
City:	State:	ZIP Code:
Telephone:	Fax:	E-mail*:
Project Address:		
City:	State:	ZIP Code:
Parcel:	Subdivision:	
General Contractor/ Builder:	Telephone:	
Address:	Fax:	
City:	Cell Phone:	
State:	ZIP Code:	Email*:

PROJECT INFORMATION

Total Square Footage Including Basement*:		Height Above Ground:	
Type of Construction		Foundation	
<input type="checkbox"/> Wood	<input type="checkbox"/> Metal	<input type="checkbox"/> Crawl Space	<input type="checkbox"/> Basement
<input type="checkbox"/> Masonry	<input type="checkbox"/> Post/Beam	<input type="checkbox"/> Slab	<input checked="" type="checkbox"/> Combo
Type of Permit		Type of Improvement	
<input type="checkbox"/> Improvement Location	<input type="checkbox"/> Retail Commercial	<input type="checkbox"/> New Structure	<input type="checkbox"/> Primary Ag.
<input type="checkbox"/> Single Family	<input type="checkbox"/> Office Commercial	<input type="checkbox"/> Addition	<input type="checkbox"/> Finish Space
<input type="checkbox"/> Duplex	<input type="checkbox"/> Industrial	<input type="checkbox"/> Garage	<input type="checkbox"/> Site/Land Imp.
<input type="checkbox"/> Multi-Family	<input type="checkbox"/> Institutional	<input type="checkbox"/> Remodel	<input type="checkbox"/> Home Occupation
Estimated Cost*:		<input type="checkbox"/> Swimming Pool/Spa	<input type="checkbox"/> Accessory Structure
		<input checked="" type="checkbox"/> Other	

Additional Property Information

Water Permit#	BZA Docket#	Date:
Septic Permit#	PC Docket #	Date:
Road Cut Permit #	Other Approvals	

CERTIFICATION AND NOTICE OF INTENT TO COMPLY

I hereby certify that I have the authority to make the foregoing application, that the application is correct, and that the construction will conform to the regulations in the Building Ordinance, Zoning Ordinance, private building restrictions, if any, which may be imposed on the above property by deed.

I further certify that the construction will not be used or occupied until the proper certificates of Occupancy and/or Compliance are filed with the office of the Cicero/Jackson Township Plan Commission.

SIGNATURES

Approved By	*Owner/ Contractor/ Builder
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REQUIRED INFORMATION NEEDED

APPLICANT MUST COMPLETE THE FOLLOWING

General Contractor/ Builder:

Telephone:

Cell:

Fax:

E-mail:

Is the Property Owner the General Contractor/ Builder?

☐ **Yes**

☐ **No**

Foundation

Excavators:

Phone:

Footings:

Phone:

Foundation:

Phone:

Other:

Phone:

Rough-In

Framing:

Phone:

Plumbing:

Phone:

Electrical:

Phone:

HVAC:

Phone:

Insulation:

Phone:

Other:

Phone:

Final/ Finish Work

Finish Carpenter:

Phone:

Final Grading:

Phone:

Landscape:

Phone:

Other:

Phone:



Cicero/Jackson Township

Advanced Structural Components Building Permit Application Reporting Form

This form is required in order to comply with the requirements of IC 22-11-21 (Public Law 104, 2018) as it relates to the use of advanced structural components (lightweight I-joints or lightweight roof trusses) in Class I and Class II construction that:

1. Have less mass cross-sectional area than sawn lumber of equivalent proportions used in an equivalent application; and
2. Are assembled from combustible or noncombustible materials, or both

This does not include a structural assembly, joint, or truss that provides at least 1 hour of fire resistance under ASTM E 119

Address: _____

Town of Cicero: _____
Cicero Fire

Jackson Township: _____
Jackson Township Fire

TYPE OF ADVANCED STRUCTURAL COMPONENT	LOCATION IN STRUCTURE
1.	
2.	
3.	
4.	

I hereby certify that I have the authority to make the foregoing application and that the information in the application is correct.

Applicant Signature

Printed Name

Date



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TOWNSHIP
PLAN COMMISSION

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Required Inspections

#1 Temporary Electrical Pole: When the temporary pole set once the meter box, disconnect and GFCI outlets are installed. Temporary pole is required to be grounded to meet current standards.

#2 Footer/ Forms: When all footing are formed and the reinforcement steel is in place. All water must be pumped out and holes scraped clean to solid ground. Inspection shall be done prior to concrete being poured.

#3 Underslab: When the underground perimeter drain and/or under-slab plumbing is in place prior to it being covered. Ground should be level and all construction debris shall be removed from foundation area. 6 mil vapor barrier shall be present at the job site.

#4 Foundation: When the foundation walls, anchor bolts, seal and sill plates are in place. This inspection shall be done prior to backfill and any required water proofing and insulation shall be in place.

#5 Rough-In Inspection: Fire stop shall be in place at chases, upper and lower plates and all horizontal wall and floor cavities of 10 ft. or more.

Frame: When the roof is in place, windows and doors are in and the house wrap is on the exterior.

Rough Electrical: When all electrical conduit, wire, panels, outlet boxes, switch boxes, equipment boxes, isolation switch boxes, etc. have been properly installed, all joints in boxes have been connected. Low voltage and fire alarm wiring shall be in place.

Rough Heating: When all ductwork has been installed and properly supported, A/C lines run, equipment platforms built, provisions made for combustion air, and entire rough system is complete. Tape or mastic of fiberglass duct joints. Fireplace (If applicable) shall be installed in accordance with current standards.

Rough Plumbing: When all rough plumbing lines, vents, laterals, etc. have been completed and test (when required) is applied to the system.

#6 Energy Inspection: When all side wall and batt insulation has been installed. Exterior boxes, and interior spaces around windows and doors shall be sealed at the interior. If ceiling is to be blown in the soffit baffles shall be installed.

#7 Final Inspection: ***ALL OTHER REQUIRED INSPECTIONS MUST BE COMPLETE AND APPROVED BEFORE A FINAL BUILDING INSPECTION WILL BE MADE.*** When all electrical systems, outlets, lights, equipment, etc. shall be complete; including switch plates, outlet covers, labeling of breaker panel switches, etc. and street address numbers installed on building. All plumbing shall be installed and water pressure to the fixtures. The site shall be clear of trash and debris, landscaping in place and the building ready for occupancy.

Occupying or using a structure/ or improvement without a Certificate of Occupancy or Certificate of Compliance will result in a fine of \$1258.00.

A \$60.00 Residential/ \$100.00 Commercial Re-Inspection fee will be charged for any inspection that is not complete and/or inaccessible for the Inspector at the time of the inspection.

I, the undersigned, agree to call for scheduling 24 hours prior to required inspections. If missed or incomplete, I agree to pay all fines/penalties. If work has been done prior to inspection, I agree to uncover and/or remove any area requested to allow proper inspection.

Date_____

Owner/ Contractor*_____

331 E. JACKSON ST. P.O. Box 650 CICERO, IN 46034
PHONE: 317-984-5845 FAX: 317-984-5938 WWW.CICEROIN.ORG

REQUIRED INFORMATION NEEDED



CICERO / JACKSON TOWNSHIP PLAN COMMISSION

Article 7: Development Standards Accessory Structure Standards

Note: Please review the Zoning District requirements to see which standards apply for the subject Zoning District that is applicable. Please note that all accessory structures over 200 square feet must have a permanent foundation per Indiana State Code.

7.5 Accessory Structure Standards (AS)

AS-01: Accessory Structures shall comply with all Development Standards for the subject Zoning District. Also, no Accessory Structures shall encroach on any platted easement unless written consent is given by the agency the easement belongs to or is managed by.

Accessory Structures are not permitted on a lot prior to any Primary Structure being constructed except where the accessory structure is being used for personal storage or agricultural purposes. Accessory Structures also must relate to the Primary Structure and its uses. The following Accessory Structures are permitted, but must abide by all applicable Standards:

- Antennas or satellite dishes,
- Bath houses or saunas,
- Decks,
- Detached garages,
- Gazebos,
- Greenhouses (personal),
- Hot tubs,
- Mini barns,
- Storage building,
- Pole barn,
- Agricultural buildings,
- Sheds,
- Sport courts,
- Swimming pools (swimming pools must abide by 675 IAC 20),
- fences, and
- walls.

AS-02: All permissible Accessory Structures shall abide by the following standards:

A. Size of Accessory Structures

- a. RR-may not exceed one-hundred percent (100%) of the Finished Floor Area of the Primary Structure.
- b. R1-may not exceed sixty-five percent (65%) of the Finished Floor Area of the Primary Structure.



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- c. R2- may not exceed sixty-five percent (65%) of the Finished Floor Area of the Primary Structure.
- d. R3- may not exceed sixty percent (60%) of the Finished Floor Area of the Primary Structure.
- e. R4- may not exceed sixty percent (60%) of the Finished Floor Area of the Primary Structure.
- f. R5- may not exceed fifty percent (50%) of the Finished Floor Area of the Primary Structure.
- g. R6- may not exceed fifty percent (50%) of the Finished Floor Area of the Primary Structure.
- h. MP-may not exceed fifty percent (50%) of the Finished Floor Area of the Primary Structure.
- i. AG-no size restriction.

B. No more than two (2) enclosed accessory structures are permitted on a Lot, unless the property is in the AG, Agriculture District and is used as a working farm; in that instance, there is no limit to the number of accessory structures.

C. An accessory structure shall only be located to the rear or side of the primary structure.

D. Swimming pools, hot tubs, mini barns, campers, bath houses or sauna shall only be located to the rear of the primary structure except in the case of corner or through lots; in that instance, the structures may be placed on the side of the primary structure.

E. No mobile home or manufactured home may be used as an accessory structure in any district.

AS-03: Accessory Structures shall comply with all Development Standards for the subject Zoning District. Also,

no Accessory Structures shall encroach on any platted easement unless written consent of the agency the easement belongs to or is managed by.

Accessory Structures must relate to the Primary Structure and its uses.

The following Accessory Structures are permitted, but must abide by all applicable Standards:

- Antennas or satellite dishes,
- Decks,
- Gazebos,
- Storage buildings,
- Sheds, and
- Dumpsters.

AS-04: All permitted Accessory Structures shall abide by the following standards:

A. No more than two (2) Accessory Structures are permitted on a lot.

B. An accessory structure shall only be located to the rear or side of the primary structure.

C. Antennas or Satellite Dishes shall only be permitted to the rear of the primary structure.

D. Dumpsters shall be enclosed and screened on all four sides.

AS-05: Manufactured Home Park Accessory Structures standards are as follows:

A. Management offices, sales offices, storage, mini-warehouses, laundry, dry cleaning facilities, and other structures customarily incidental to manufactured home parks shall be permitted, provided that the following criteria are met:

- a. They are subordinate to the residential component of the park and add aesthetic value to the park.



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b. They are located, designed and intended to serve only the needs of the park.

c. The establishments shall present no visible evidence of their business nature to areas outside the park.

B. Each manufactured home is entitled to one (1) accessory structure in addition to a carport or garage. Attached or detached garages, and carports are to be counted toward the total accessory building area. The total area of all accessory structures shall not exceed twenty percent (20%) of the dwelling site.

Permitted accessory structures are as follows:

- Decks,
- Attached/detached garages,
- Gazebos,
- Greenhouses,
- Hot tubs,
- Mini barns,
- Patios,
- Sheds,
- Sport courts, and
- Boat houses.

C. Model manufactured homes as sales units provided the number of model homes is limited to five percent (5%) of the authorized number of dwelling sites in the park. Model homes must comply with all standards set forth in the MP District. One (1) unit may be used as a sales office.

AS-06: Condominium Accessory Structures standards are as follows:

A. Accessory Structures shall comply with all Development Standards for the subject Zoning District. Also, no Accessory Structure shall encroach on any recorded easement unless consent of the agency the easement belongs to or is managed by.

Accessory Structures must relate to the Primary Structure and its uses.

B. Each dwelling unit within the complex shall have allocated no less than one covered (1) carport or garage space. The total area of all accessory structures shall not exceed thirty percent (30%) of the site.

The following Accessory Structures are permitted, but must abide by all applicable Standards:

- | | |
|---------------------------------|---------------------------------|
| • Decks, | • Sport courts, |
| • Gazebos, | • Bath houses or saunas, |
| • Dumpsters (enclosed), | • Swimming pools (swimming |
| • Detached garages or carports, | pools must abide by 675 IAC 20) |
| • Hot tubs, | |