



Dearborn County Building Department  
*William Shelton-Building Commissioner*

215-B West High Street, Suite 103

Lawrenceburg, Indiana 47025

Phone: 812-537-8822 Fax: 812-537-8788 Toll Free 1-800-1041 Ext. 1031

**HOURS: MONDAY-FRIDAY 8:00 TO 4:00**

**PLEASE APPLY TO ALL DEPARTMENTS IN THE SAME DAY TO AVOID  
DELAY**

**REQUIREMENTS FOR OBTAINING A BUILDING PERMIT**

1. Permit from Dearborn County Health Department 537-8847 x1058
2. Entrance permit from the Dearborn County Highway Dept. 655-9394  
Or State Highway Department if located on State Roadway 926-0376
3. Location permit from the Dearborn County Plan Commission 537-8821 x1049  
Or from incorporated city or town involved.
4. Building permit from Dearborn County Building Department 537-8822 x1031
  - A. Submit a complete set of plans for plan review along with  
Pertinent information such as
    - 1) Owner
    - 2) Address
    - 3) Phone Number
    - 4) Site Location
    - 5) Builder
    - 6) Sub-Contractors
    - 7) Plumber must have IN Lisc. #  
on application (this will be checked)
  - B. Allow five (5) working days for review.
  - C. A complete set of plans must have the following information:
    1. All elevations.
    2. Basement, footer, foundation to scale.
    3. Size & weight of all beams.
    4. Floor joist size & spacing.
    5. Floor plan to scale & cross section.
    6. Insulation R-values for walls and ceiling.
    7. Square footage for all floors including basement and garage.
    8. Egress size in square feet for bedroom windows  
(1<sup>st</sup> floor 5 sq.ft. -2<sup>nd</sup> floor 5.7 sq. ft.)
    9. If a finished basement is not shown on plans, an additional permit may be  
Required.
    10. An escape window or door is required in basement.

