



Dearborn County Building Department
William E. Shelton-Building Commissioner

165 Mary Street

Lawrenceburg, Indiana 47025

Phone: 812-537-8822 Fax: 812-537-8778 Toll Free: 1-800-531-1041 Ext 2031

HOURS: MONDAY – FRIDAY 8:30 THRU 4:30

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

REQUIREMENTS FOR OBTAINING A BUILDING PERMIT

1. Permit from the Dearborn County Health Department 537-8847 or x2058
2. Entrance permit from the Dearborn County Highway Department 655-9394
Or State Highway Department if located on State Roadway. 926-0376
3. Location permit from the Dearborn County Plan Commission 537-8821 or x2049
or from Incorporated City or Town involved.
4. Building Permit from Dearborn County Building Department 537-8822 or x2031
 - A. Submit a complete set of plans for plan review along with x2030
pertinent information such as:
 - 1) Owner
 - 2) Address
 - 3) Phone Number
 - 4) Site Location
 5. Builder
 6. Sub-Contractors
 7. Plumber Must Have Indiana License #
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, walls & ceiling.
 7. Square footage, all floors, including basement and garage
 8. Egress size in square feet for bedroom windows.
(1st floor 5 sq. ft. – 2nd floor 5.7 sq. ft.)
 9. If a finished basement is not shown on plans, an additional permit may be required.

FEE SCHEDULE IS POSTED