

What is needed for a Residential/Agricultural/Agricultural 2 Improvement Location Permit:

If the proposed project is within the corporate limits of Syracuse, North Webster, Pierceton, Milford, Claypool, Etna Green Leesburg, Burket, or Silver Lake in addition to or in substitution to the below please reference the information on the back of this sheet for the appropriate Town.

Create a User Account

- To apply for a permit either online or in the office you must have a registered user account with the Kosciusko County GeoPermit Site. If you have not already registered you can follow the attached instructions to create an account or an account can be established when you come in.

Property Documentation

- You will need to bring us the legal description of the property. If this is a new tract of ground, you will need to bring us a **recorded** copy of the new deed. This means the copy you bring should have the Kosciusko County Recorders stamp on it.
- You will also need to provide us with the property **Key Number** which may be obtained in the **Kosciusko County Auditors office or from a Tax Statement.**
- We will also require the property owner's name, mailing address, phone number, and existing address for the property if applicable.

Building Site Plan Must Show:

- **Lot Size:** The Scaled diagram should indicate the dimensions of your property and where your property lines are located.
- **Existing Buildings:** Diagram must show all existing buildings, structures located on the property at the time of application, and the distance each is from the property lines to the closest point of the proposed structure.
- **New Building:** On the diagram show the location of the new construction and its proposed location. Including the dimensions of all new construction, the setback of the new construction from existing property lines, waters edge, and road right-of-ways. These setback measurements should be taken to the closest point including but not limited to gutters, overhangs, decks, stairs, and porches. You should also indicate any erosion control methods to be used on the property during construction. You should indicate the **North** direction and label all roads, watercourses, and lakes.

Sewage and Water Requirements

- If you are constructing a new principle structure you must obtain a septic and a well permit from the County Health Department, or if the structure is going to be located on public sewer and or water you will be required to provided our office with a letter/permit from the service provider stating that the new construction will be connected to the respective line.
- If you are constructing an addition or an accessory building you must obtain a waiver from the county Health Department that have no objections to the proposed project in relation to sewage and water requirements.
- **The Area Plan Commission will not issue a building permit if the applicant does not obtain the proper approvals listed above.**

Driveway Access

- If you are constructing a new structure on a tract without an existing driveway or altering/relocating an existing driveway, you must obtain a highway entrance permit from the County Highway Department, the State Highway Department, or equivalent town/city office before the Area Plan Commission will issue a permit.

Flood Requirements

- In some instances, a property may be located within a designated floodplain as determined by the National Flood Insurance Maps. In these instances, a Flood Development Permit must be issued prior to obtaining an improvement location permit.

Estimated Cost

- You should provide an estimated cost of the proposed construction or structure.

Contractor on project

- You will need to provide the name, address, and phone number of the contractor if it is different then the property owner.
- The contractor or builder to listed on the permit, including home owner, must be registered with our office prior to the issuance of any permit. Registration may be done at the time the permit is applied for or on the County Website.

Permit Fee: There is a fee associated to all permits as indicated in the Zoning Ordinance. Said fees can be paid online or in the office.

**Certain projects may require additional information that is unforeseen and may be required as specified under section 4.45 of the Kosciusko County Zoning Ordinance or as prescribed under and hearing approvals.*

Town of Syracuse:

1. Must check with the Town Public Works Department @ 574-457-3229, and provide written approval for any new sewer and/or water connection and any new driveway cut or increase.
2. Any new address, assigned by the Town Clerk @ 574-457-3216, must have written notice.
3. The Town of Syracuse prohibits Mobile Homes.
4. Once the Improvement Location Permit is issued you Must submit detailed construction plans to the Town building inspector @ 574-457-8369, in the Syracuse Town hall in order to obtain a Town Building permit.

Town of North Webster:

1. For projects that are connecting or disconnecting and reconnecting to Town sewer and/or water or creating or increasing a driveway a permit must be obtained from the public works department @ 574-834-7241, prior to the issuance of the Improvement Location Permit.
2. Any new address, assigned by the Town Clerk @ 574-834-7894, must have written notice.

Town of Milford:

1. Must check with the Town Public Works Department @ 574-648-4614, and provide written approval for any new sewer and/or water connection and any new driveway cut or increase.
2. Any new address, assigned by the Town Clerk @ 574-658-4519, must have written notice.
3. The Town of Milford requires any mobile home to also have a shed.

Town of Claypool:

1. Must check with the Town Clerk @ 574-566-2910, and provide written approval for any new sewer and/or water connection, any new driveway cut or increase and any new address assigned by written notice.

Town of Silver Lake:

1. Must check with the Town Clerk @ 260-352-2120, and provide written approval for any new sewer and/or water connection, any new driveway cut or increase and any new address assigned by written notice.

Town of Pierceton:

1. Must check with the Town Clerk @ 574-594-2231, and provide written approval for any new sewer and/or water connection, and any new address assigned by written notice.
2. The Town does not require driveway permits.

Town of Etna Green

1. Must check with Town Clerk @ 574-858-9321 only for new construction on vacant property.

Town of Leesburg

1. Must check with Town Clerk @ 574-453-3315 only for new construction on vacant property to have address assigned and sewer connection approved.

User Name: _____

Password: _____

Kosciusko County GeoPermit System

Kosciusko County is excited to announce that the new GeoPermit System is live online

Kosciusko County is pleased to announce that county residents are now able to apply for Kosciusko County Area Plan Commission permits and forms, specifically sign permits, property research request forms, or register as a contractor. Along with that the Auditor office deductions and forms (Auditor Blind Or Disabled, Auditor Change of Tax Mailing Address Form, Auditor Energy Systems Deduction, Auditor Heritage Barn, Auditor Homestead Deduction, Auditor Mortgage, Auditor Over 65 Deduction, Auditor Vacation Request, Auditor Veterans Deduction) are also available to be applied for online. To apply for any of the aforementioned you will need to access the Schneider GeoPermit Portal. The portal can be accessed either through the Beacon online GIS mapping service once a property is selected under the “Apply for Permit” tab or on the County’s Website at www.kcgov.com.

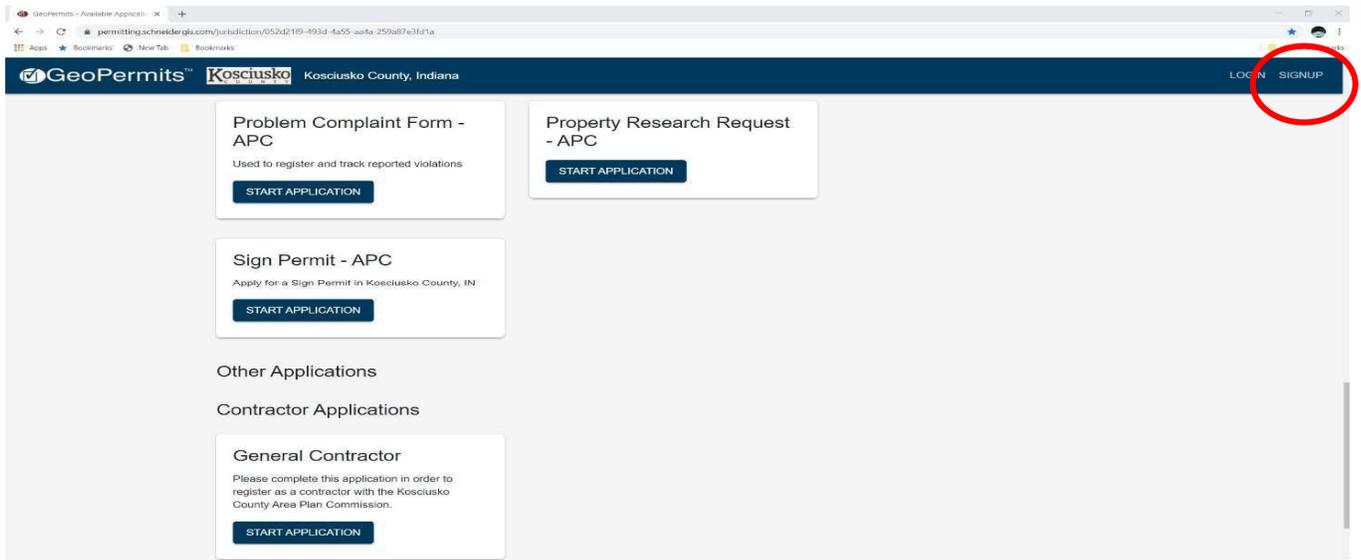
As the system grows and is completed other permits and forms are anticipated to be available for online submission including Improvement Location Permits, Flood Development Permits, Highway Permits, and Health Department permits.

To get started users first need to create an account. Creating an account is free and easy. To do so follow the below steps.

1. Go to www.kcgov.com
2. Click on the online permit button as shown below.



3. Once on the Geopermit site select “Signup” in the top right hand corner.



4. Complete all information in the registration and select register.

A screenshot of the 'Register New User' form. The form is titled 'Register New User' and is set against a dark blue header. It contains several input fields: 'Full Name *', 'User Name *', 'Password *', 'Confirm Password *', 'Email Address *', 'Street Address', 'Address 2', 'City', 'State', 'Zip', and 'Phone Number'. At the bottom of the form, there are two buttons: 'CANCEL' and 'REGISTER'.

5. Go to your email account provided and select the confirmation link.

6. **You are ready to select Kosciusko County and begin using the system.**

i. **If you need to register as a contractor select General Contractor Registration at the bottom of the GeoPermit Page**