



Residential Checklist

Effective Date: January 1, 2026

Introduction

Welcome to the Residential Checklist. This document is designed to guide you through the necessary steps to obtain permits for your project. Please note that all properties must have variance, rezoning, or other land use approval before any permits are issued.

For residential permit submittal questions, please visit our website at <https://lafayette.in.gov/2067/Residential-Projects>.

Step-by-Step Checklist

1. Pre-Application

- Conduct preliminary site evaluation.
- Review zoning and land use requirements.
- Contact local authorities for guidance on variance or rezoning procedures.
- Determine whether you will utilize a private provider or municipal staff for the following services: (1) Plan Review; (2) Inspections. If a private provider, please submit a certificate of insurance for the provider demonstrating the following minimum coverage:
 - \$1,000,000 per claim.
 - \$2,000,000 aggregate.
 - Professional liability policy on a claims-made bases with prior acts coverage.

2. Application Submission

- Complete the permit application including list of contractors and Form 393.
- Correct address and parcel #.
- Owner Authorization (Deeded Property Owner).
- Contractors' Requirements: The General Contractor will need a \$5000 Bond. The electrician will need to be licensed with the City of Lafayette (if electricity is included in the scope of work). The plumber will need to be licensed with the state of Indiana (if

plumbing work is included in the scope of work). **If the homeowner is doing the work themselves and it's their primary place of residence we require a copy of their homeowner's insurance.**

- Plans: Written, graphic, or pictorial documents prepared to show the design, location, and physical characteristics of the project, including construction drawings, necessary to obtain a permit.
- Site Plan: If this is a new structure (including sheds, detached garages & pools) or an addition (including room additions, decks, porches, attached garages).
- Sewer permit application, if required.
- Water permit application, if required.
- Right-of-Way permit application, if required.
- Variance, rezoning, or other land use approval documentation.
- Permit and Application fees (<https://lafayette.in.gov/DocumentCenter/View/4123>).
- Inspection list (<https://lafayette.in.gov/DocumentCenter/View/4400/General-Required-Inspections>).
- Application Review: Applicants will receive an electronic notification within three business days to inform them whether their application is complete or incomplete. If incomplete, a list of required items will be included. Applicants must acknowledge receipt of this notification electronically within three business days; otherwise, a notice will be mailed on the fourth business day. State building code requirements, local ordinances, zoning ordinances, design standards, and all other applicable state and local regulations must be met.
- Incomplete Submittals: If the submittal is incomplete or non-compliant, and revisions or missing items are requested, the city has 3 business days upon receipt of those requests to issue a new notification indicating whether the submittal is complete or incomplete.
- Plan Reviews: Once the notice is sent that the application is complete, the City has seven (7) business days to complete the reviews.