



City of Gary
DEPARTMENT OF COMMERCE
BUILDING DIVISION
401 Broadway ~ Room 307
Gary, IN 46402
(219) 881-1377
Fax: (219) 881-1425

KAREN FREEMAN-WILSON
Mayor

JACKIE ROSARIO-PIRTLE
Interim Building Commissioner

PROCEDURES FOR OBTAINING A HOMEOWNER'S PERMIT

CHECKLIST

1. _____ As proof that you are the owner of said property you must submit to this department a copy of a deed or a tax statement.
2. _____ As proof that you reside in the property for which the permit is being obtained, you must provide this department with a copy of a utility bill (gas, electric, water, sanitary district, or telephone). We will also take a copy of your Driver's License or State I.D.
3. _____ Proof of Dumpster receipt (when applicable). If you plan to dispose of the materials yourself, you must provide a notarized letter stating where you will be dumping the materials.
4. _____ If the work is for new construction or an addition, a copy of the plans must be submitted to this office. Purchase receipts and/or Quotes are required.
5. _____ You must go to the Planning & Zoning Department located in City Hall, Room 304 and obtain a Clearance (Zoning Certificate) to obtain a building permit. Bring clearance to the Building Department with items listed on numbers 1 - 3.

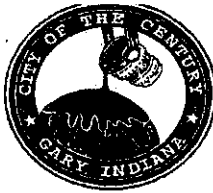
NOTE: HOMEOWNER'S PERMITS ARE ONLY GIVEN TO OWNERS THAT CURRENTLY RESIDE IN THE PROPERTY OR WILL RESIDE IN THE PROPERTY AFTER REPAIRS. RENTAL/COMMERCIAL PROPERTIES REQUIRE A LICENSED CONTRACTOR. THERE IS A MINIMUM \$50.00 INSPECTION FEE ADDED TO THE PERMIT FEE.

Sec. 105-20. REQUIREMENTS

(b) Permits shall be granted to the actual owner of the premises in which that owner actually resides. Any permit issued to the owner of any property that is not the place of permanent residence shall be issued at the discretion of the building commissioner for only minor/cosmetic work

**CASH, CHECK, AND MONEY ORDERS ACCEPTED
PAYABLE TO THE CITY OF GARY**

GBD101:REVISED 10/2018
File: Homeowner checklist



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CITY OF GARY BUILDING DEPARTMENT
APPLICATION FOR HOMEOWNER'S PERMIT IN THE CITY OF GARY

Instructions: The application must be filled out accurately, completely, and must be accompanied by proof of ownership of the property to be improved. The proof can be by deed or tax statement. Applicant must present identification bearing his/her picture and place of residence.

1. Name of owner: _____
2. Owner's address: _____ Phone No. _____
3. Address of property to be improved: _____
4. Legal Description: _____
5. What type of work do you want to do: _____
6. Where are you dumping the materials? _____
7. Are there any structural changes involved in this work? Yes _____ No _____
8. Have you had any experience in doing this type of work? Yes _____ No _____
9. Who will be helping you do this work _____

	Name	Relationship
10. Are you making a contract with an unlicensed person to do this work that would involve you paying for more than materials? Yes _____ No _____
11. Will you be performing the work in conjunction with a licensed contractor? Yes _____ No _____
12. If the answer to # 9 or # 10 is yes, state the name of the contractor/unlicensed person.
13. Is the above property your: current residence ___ residence after repairs ___

STATE OF INDIANA)
) SS:
 COUNTY OF LAKE)

_____, homeowner, being first duly sworn upon his/her oath deposes and says that he/she will not perform any HVAC, Electrical, or Plumbing work to said property and that he/she is the applicant in the foregoing application for the homeowner's permit and that all statements contained therein are true to the best of his/her knowledge and belief.

Printed Name _____ Applicants Signature _____
 Subscribed and sworn to before me this _____ day of _____ 20 _____.

 Notary Public
 Lake County Residence
 My Commissioner Expires: _____

I understand that if I obtain a permit for an unlicensed contractor, I have violated the following ordinances, and that I will be cited and taken to court to appear before the judge.
 150.108(B) Aiding, abetting, or knowingly combining or conspiring with an unlicensed person.
 150.113 Providing false information in obtaining permit (pulling permit for unlicensed person).

 Building Commissioner Signature of Approval



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I, _____, homeowner, understand that it is the policy of the City of Gary's Department of Commerce Building Division to rent a dumpster as a homeowner during my home repairs. I also understand that I must dump the debris at an authorized dumping location if I do not use a rented dumpster. I am confirming that I will be dumping my debris at _____.

(Location of dumping site)

I understand that it is against the law in the City of Gary to dump debris at any unauthorized dumping site. I also understand that if I am found dumping at an unauthorized dumping location, I have violated the following ordinance, and that I will be cited and taken to court to appear before a judge.

Sec. 18-228. Garbage and refuse.

(b) It shall be unlawful for any person to place, leave, dump, or permit to accumulate any garbage, rubbish or trash in any building or on any premises, improved or vacant, or on any open lot or alley in the city so that it shall or may afford food or harborage for rats.

Printed Name _____ Applicants Signature _____

Subscribed and sworn to before me this _____ day of _____ 20_____.

Notary Public
Lake County Residence
My Commission Expires: _____