



1310 Park Avenue / PO Box 338, Winona Lake, IN 46590
574.267.7581

Information for Construction Projects / Building Permits

We want you to know we appreciate your willingness to build or remodel your home or commercial structure and property here in Winona Lake. We appreciate your willingness to be a resident of our community.

Enclosed within this packet is information as to the process of construction, building of new structures of any form, reconstruction, and / or alterations of existing structures, landscaping, decking and hard surfaces.

- 1) Building Permit / Improvement Location Permit / Application
- 2) Application for Street Cut Permit
- 3) Application for Sign Permit
- 4) Application for Permit to Tap Sewer
- 5) Information Sheet pertaining to Inspections / All Structures
- 6) Town of Winona Lake 2026 Fee Schedules

Please make sure all information is included in the applications to include the completed site plan of the property as noted on the Building Permit / Improvement Location Permit Application.

Any questions, please contact our office.

Thank you,

Michael D. Wilson
Building Commissioner

Pam Howard
Town Manager

**Building Permit/Application
Improvement Location Permit/Application**

<u>Permit Fee</u>

Town of Winona Lake
Office of the Building Commissioner
1310 Park Ave.
Winona Lake, IN 46590
Phone: (574) 267-5341

Permit No. _____
Date Applied _____
Date Issued _____
Receipt No. _____

1. Location of Construction Activity

Address _____ Zoning _____

Is the building site located in Zone A on the FEMA Floor Insurance Rate Map (FIRM)?

Y ___ N ___

Legal Description _____

2. Owner of premises of construction activity:

Owner Name: _____

Address: _____

Phone: _____

Additional Contacts

Building Contractor:

Name	Address	Phone
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Electrical Contractor:

Name	Address	Phone
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Plumbing Contractor:

Name	Address	Phone
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Excavator Contractor:

Name	Address	Phone
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3. Nature of Work: (check all that apply)

New Accessory Structure (shed, pool, garage, etc.) New Manufactured or Mobile Home
 New Site Built Home Addition to Existing Structure
 Advanced Structural Components Used Installation of New Plumbing Lines
 Reconstruction of Existing Structure (or portion of) Roof Alteration
Electrical: Upgrade/Relocation Complete New Electrical Installation
 Branch Circuits New Service

Number of Stories _____ Height of Structure _____

4. Foundation Type:

Post Holes Slab Basement Skids Crawl Space

5. Type of Construction:

Masonry Pole Wood Frame Steel Other: _____

6. Dimensions of Building/Addition:

Dimensions: _____ Square Feet: _____

7. Impervious Surface Area (for non-residential use only):

Square feet of all hard surface within the parcel (building, pavement, compacted gravel area, etc.)

(for stormwater utility purposes, 1 ERU equals 3,800 square feet)

8. Estimated Cost of Construction: \$ _____ **Date of Completion:** _____

I hereby certify that I have the authority to make the foregoing application; that the application and accompanying site plan/floor plan are correct; that the Building Commissioner and/or designated inspector is hereby authorized to enter the premises to complete required inspections; and that any structure will not be used or occupied in any manner until a Certificate of Occupancy, if required has been issued.

Signature _____
Date

Approved by: _____
Signature _____
Date

Comments:

The following information, if applicable, must be submitted with the building permit application:

- ____ Site plan of the property showing:
- All property line dimensions
 - Streets, alleys, and other rights-of-way
 - Existing and proposed structures
 - Setbacks of existing and proposed structures
 - Height, width, and depth of proposed structures
 - Location of legal drains or open ditches
 - Parking areas including parking space layout and dimensions
 - Building floor plans
 - Added hard surface, excluding wood decks or landscaping elements

____ When installing a new mobile, manufactures, or modular home, please provide a copy of the foundation specifications.

____ If the construction activity requires plan review by the office of the State Building Commissioner, a copy of the design release, along with a full set of State-stamped building plans must be submitted.

____ Site	____ Framing	____ Electrical	____ Wall Covering
____ Foundation	1. _____	1. _____	____ Pre-Final
____ Sewer	2. _____	2. _____	____ Certificate of Occupancy

APPLICATION FOR STREET CUT PERMIT

TOWN OF WINONA LAKE

FEE: \$1,000.00

\$900 refunded after inspection for all streets except those listed.

FEE: \$1,500.00

\$1,400 refunded after inspection for: All Island streets, 4th St., Chestnut, College (at 4th), Faunn, Lake John Circle and Park Ave.

Permit #: _____

Approved by: _____ Date Approved: _____

Name of Applicant: _____ Date: _____

Person / Organization Doing Construction Work: _____

Project Location: Street Address _____

City, State & Zip _____

Telephone Number _____

Individual Supervising the Work: _____

Project Supervisor's: Street Address _____

City, State & Zip _____

Telephone Number _____

IF ANY OTHER PERSON BECOMES THE WORK SUPERVISOR, THE APPLICANT MUST PROMPTLY NOTIFY THE WINONA LAKE STREET DEPARTMENT (574-267-2933).

How long will construction site be closed? _____

The length of time between surface removal and replacement of final surface or right-of-way surface _____

Is a building permit required? _____

If so, what is permit number? _____

Attach sketch showing:

1. Location of proposed construction and street cut.
2. Reason for construction and street cut.
3. Total width, length and depth of surface and undersurface to be removed and replaced.
4. Method of backfill to be used.
5. Method and type of surface restoration to be used.

cc (4): Applicant, Building Commissioner, Street Department, Office

Sign Permit

Fees determined by
Building Commissioner

TOWN OF WINONA LAKE
OFFICE OF THE BUILDING COMMISSIONER
1310 PARK AVE., WINONA LAKE, IN 46590
Phone: (574) 267-5341 Fax (574) 267-4793

Location of Sign: _____ Permit Number _____

OWNER:

NAME _____ PHONE _____
MAILING ADDRESS _____
CITY/STATE/ZIP CODE _____

CONTRACTOR:

NAME _____ PHONE _____
MAILING ADDRESS _____
CITY/STATE/ZIP CODE _____

Size of sign
Date of installation

I hereby certify that I have the authority to make the foregoing application: that the application and accompanying site drawing is correct: and that the Building Commissioner is hereby authorized to be on the premises to complete required inspections

Information to be submitted
With Sign Permit:
*SITE DRAWING showing:
-All property lines
-Location of streets, alleys, and other right-of-ways
-Location of recorded easements
-Location of proposed fence
-Setbacks of proposed fence

Signature _____ Date _____

APPROVED BY _____ DATE _____

Comments: _____

**APPLICATION – PERMIT TO TAP SEWER
TOWN OF WINONA LAKE
AND CONTIGUOUS UNINCORPORATED AREA**

Date: _____ Permit No. _____

Owner's Name: _____ Phone No: _____

Address: _____
(Street & No.) (City) (State)

Mail Address (if different): _____

The above owner of the following real estate in the Town of Winona Lake, Kosciusko County, State of Indiana, legal description as follows, to wit:

_____ hereby applies to the Board of Trustees of the Town of Winona Lake for permission to tap and connect to the sewer at the above location and agrees to comply in every respect with all applicable regulations and requirements of the Town of Winona Lake, regulating sewer connections and street excavations.

The applicant agrees to notify the Street Department (267-2933 or 267-7581) twenty four (24) hours in advance to permit supervision and inspection of the connection before excavation is backfilled.

The applicant further agrees to assume all cost involved in making sewer tap and in repairing the street, paving, and right-of-way to a condition equal to that before the work was started.

Date: _____ Signed: _____
TOWN OF WINONA LAKE

Sewer Tap Fee Paid \$200.00 check cash
Sewer Construction Fee \$3,500.00 check cash – Unless fee does not apply (Stonehenge, Heritage Lake, and Lexington Manor due to agreements with the developer.)

Permission is hereby granted to make the above requested sewer connection.

Date: _____
Town of Winona Lake

BILLING begins when the Building Commissioner issues a Certification of Completion for the property.

INSPECTION DATE: _____

INSPECTED BY: _____

Remarks: _____
sewertapap.doc

W – customer Y – Office P – Street Dept. PC – Building Inspector



Definition of a Unit is the Town of Winona Lake

IC 36-7-2-2 Planning and regulation of real property; access to solar energy

Sec. 2. A unit may plan for and regulate the use, improvement, and maintenance of real property and the location, condition, and maintenance of structures and other improvements. A unit may also regulate the platting and subdividing of real property and number the structures abutting public ways. In planning for and regulating the use of land or in regulating the platting or subdividing of real property, a unit may also regulate access to incident solar energy for all categories of land use.

IC 36-7-2-3 Inspection of structures or improvements

Sec. 3. A unit may inspect any structure or other improvement at any reasonable time.

IC 36-7-2-4 Regulation of alteration and construction of structures and improvements; bonds

Sec. 4. A unit may regulate methods of, and use of materials in repair, alteration, and construction of structures and other improvements. The unit also may require the execution of a bond by any person repairing, altering, or constructing structures or other improvements

IC 36-7-2.5-7 "Local requirements"

Effective 1-1-2026.

Sec. 7. As used in this chapter, "local requirements" means any local regulatory requirements imposed by a unit for approval of an application, including any requirements of:

- (1) state building codes;
- (2) local ordinances, zoning ordinances, and design standards; and
- (3) other applicable state and local laws, regulations, and ordinances

IC 36-7-2-9 Compliance with code of building laws and orders

Sec. 9. Each unit shall require compliance with:

- (1) the code of building laws and fire safety laws that is adopted in the rules of the fire prevention and building safety commission under [IC 22-13](#);
- (2) orders issued under [IC 22-13-2-11](#) that grant a variance to the code of building laws and fire safety laws described in subdivision (1);
- (3) orders issued under [IC 22-12-7](#) that apply the code of building laws described in subdivision (1);
- (4) [IC 22-15-3-7](#); and
- (5) a written interpretation of a building law and fire safety law binding on the unit under [IC 22-13-5-3](#) or [IC 22-13-5-4](#).

IC 36-7-2.5-16 Notice of completeness or incompleteness of application

Effective 1-1-2026.

Sec. 16. (a) This subsection applies only to the notice provided by the unit under this section. If the unit transmits a notice to the applicant and does not receive an electronic verification or acknowledgment of receipt of the notice within three business (3) days after the date the notice is transmitted, the unit shall send the applicant a paper copy of the notice on the next business day by United States mail.

(b) The unit has not more than three (3) business days after receiving an application to notify the applicant regarding whether the application is complete or incomplete.

(c) If the applicant is notified that the application is incomplete:

- (1) the unit must identify in the notice any deficiencies in the application;
- (2) the applicant may submit application revisions in an electronic or paper format; and
- (3) the unit has three (3) business days after receiving the revisions to notify the applicant whether the application is complete or incomplete.

(d) If the applicant:

- (1) submits revisions to the application; and
- (2) is notified by the unit:
 - (A) that the application is still incomplete; and
 - (B) of the application's deficiencies;

the process of the applicant submitting revisions and the unit providing notification as to the completeness of the application within the time set forth in subsection (b) applies until the unit notifies the applicant that the application is complete.

As added by P.L.146-2025, SEC.4.

IC 36-7-2.5-17 Time period for unit to conduct plan review

Effective 1-1-2026.

Sec. 17. If:

- (1) the unit notifies an applicant in writing that the application is complete; and
- (2) a plan review is required by the unit;

the unit must complete the plan review not more than seven (7) business days after the date that notice is sent.

As added by P.L.146-2025, SEC.4.

IC 36-7-2.5-18 Unit's notice of whether timely completion of plan review or inspection possible

Effective 1-1-2026.

Sec. 18. A unit must include in the notification of complete application under section 17 of this chapter a statement as to whether the unit is able to conduct:

- (1) a plan review (if required by the unit) not later than seven (7) business days after the date that notice is sent; and
- (2) inspection services not later than three (3) business days after receiving a written request for inspection.



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2026 Fees

<u>Rental Fees</u>	<u>Boat Slip Fees</u>
<p>Registration Fee: \$5.00 per rental apartment (unit) per year</p> <p>Inspection Fee: \$40.00 per every 3 years (sec 5.6)</p>	<p>Rental Fee: Resident: \$500.00 Non-Resident: \$600.00</p> <p>Pier Location & Use Permit: \$15.00 first year \$10.00 every year following</p> <p>Renewal Permit: \$10.00</p> <p>Penalties: \$25.00-\$2,500.00</p> <p>Insufficient Funds: \$20.00</p>
<u>Sewer Tap Permit</u>	<u>New Construction</u>
<p>Sewer Tap Fee: \$200.00</p> <p>Sewer Construction Fee: \$3,500.00</p>	<p>Single Family or Two-Family Dwelling: Under 1200sqft: \$75.00 1200-1,599sqft: \$100.00 1,600-1,999sqft: \$125.00 2,000-2,999sqft: \$150.00 3,000sqft or larger: \$200.00</p> <p>Apartments per Dwelling Unit: \$50.00</p> <p>Motels, Hotels, Rooming Houses, etc., per Sleeping Room: \$50.00</p>

<p align="center"><u>Additions (including attached garages) and Alterations</u></p> <ul style="list-style-type: none"> The fees shall be as follows, except that the minimum fee shall be \$15.00 and the maximum fee shall be the amount that would have been charged had the structure, with its modifications, been constructed as a new structure. <ol style="list-style-type: none"> If the plumbing or electrical system is not, in part or whole, modified, replaced or extended, the fee, per square foot, of area being added, altered or remodeled is: \$0.05 If the plumbing or electrical systems are modified, replaced, extended or added to, the fee, per square foot, of area being added, altered or remodeled is: \$0.07 	<p align="center"><u>Accessory Building</u></p> <p>Under 100sqft: no fee</p> <p>100sqft or more:</p> <ol style="list-style-type: none"> Without electrical or plumbing service, per square feet: \$0.05 Minimum: \$15.00 With electrical or plumbing service, per square foot: \$0.07 Minimum: \$25.00
<p align="center"><u>Office, Warehouses, Retail Establishments, Commercial or Industrial Buildings:</u></p> <p>For the new construction, alteration or addition of office, warehouse, retail establishment, commercial or industrial buildings and all other structures not otherwise specifically provided for in this fee schedule, per square foot of building area:</p> <p>Up to 2,500sqft: \$150.00</p> <p>2,501sqft to 5,000sqft: \$350.00</p> <p>5,001sqft to 10,000sqft: \$500.00</p> <p>Over 10,000sqft: \$750.00 Plus \$0.01 per square feet in excess of 10,000sqft</p>	<p align="center"><u>Moving Structures</u></p> <p>Less than 500sqft: No fee (notification required)</p> <p>500sqft and over: \$25.00</p>
<p align="center"><u>Installation of Swimming Pools</u></p> <p align="center">\$25.00</p>	<p align="center"><u>Residential Decks, Satellite Dishes, and other improvements not otherwise specified in this fee schedule:</u></p> <p align="center">\$15.00</p>
<p align="center"><u>Electrical Service Fee</u></p> <p align="center">\$25.00</p>	<p align="center"><u>Public Sidewalk</u></p> <p align="center">No fee, but permit needed</p>