



TOWN OF LONG BEACH, INDIANA
2400 ORIOLE TRAIL
LONG BEACH, INDIANA 46360-1614
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REQUIREMENTS FOR ISSUANCE OF PERMITS

The following information is required before applying for a permit. Application Plan Examination/Building Permit forms are provided by the Building Department.

- If applicant is a contractor, he/she must hold a valid license with the Town of Long Beach.
- Applicant will be required to submit a list of sub-contractors performing work, to include company name(s), contact person(s), address(es) and telephone number(s).
- Applicant will be required to submit a completed RESIDENTIAL PLAN CHECKLIST.
- Applicant is required to provide plat of survey, sketch and/or site plans for projects. For major projects, three (3) sets of plans are required.
 - All prints must be to scale, must show typical wall section, must show structural elements(trusses, headers, floor joists, etc.)
 - Any changes to construction plans must be submitted to Building Commissioner for review before commencement.
- If applicant is a contractor, he/she is required to provide copy of contract entered into with property owner.
- An inspection of the site where the work is being performed may be required before the issuance of a permit.
- Permit fees vary and fee schedules are available upon request at the Building Department office.
- Forty-eight (48) hour waiting period is required for the issuance of a permit. (Except for permits requiring plan review)
 - NOTE: Local design criteria: ROOF- SNOW LOAD 40lbs per sq.ft.
Frost Line Depth – 48”
Wind Speed(MPH) – 90
Seismic Category – D1
Winter Design Temp : -10 degrees