

Elkhart County
Planning & Development:
Planning/Building/GIS/
Code Enforcement/

IMPROVEMENT
LOCATION PERMIT
ZONING REVIEW

*Our Mission at the Planning and Development
Division of Elkhart County, Indiana is to focus
on a long term commitment to economic vitality and
efficient use of land while reflecting the highest
professional standard with enduring regard for
our customers and the public trust.*



Phone (574) 971-4678
Hours: Monday 8:00am–5:00pm and
Tuesday–Friday 8:00am–4:00pm
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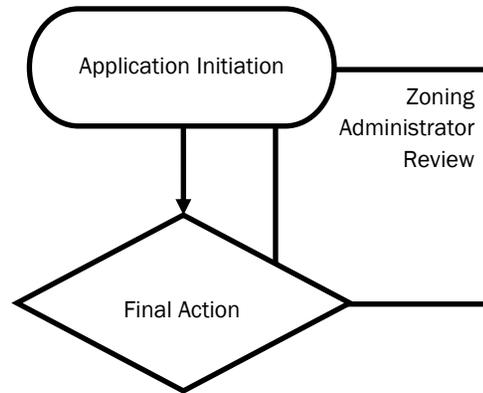
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An **Improvement Location Permit (ILP)** is the process to verify that the intended structure will be built on the lot in the location specified. A zoning review is conducted to determine that as well.

ILP is required for:

- ◆ Placement of a mobile or manufactured home on a property
- ◆ Permanent erection
- ◆ Reconstruction
- ◆ Alteration
- ◆ Movement
- ◆ Conversion
- ◆ Extension or enlargement of a structure or improvement; or
- ◆ Establishment of a new nonresidential land use or change of an existing nonresidential land use from one Use Category established in Sec. 5.2 to another.

ARTICLE 3 DEVELOPMENT REVIEW
PROCEDURES, SEC. 3.11.3
IMPROVEMENT LOCATION PERMIT
FLOW CHART



- ◆ An Improvement Location Permit is **not** required for:
 - ◆ Small structures that are not on a permanent foundation and are less than 120 square feet in area
 - ◆ Signs
 - ◆ Play sets and temporary above-ground swimming pools
 - ◆ Home Occupations or Home Workshops/Businesses (as long as it does not involve new construction)
 - ◆ Property Maintenance
 - ◆ Landscaping and Hardscaping (The installation of plants, the application of mulch or fertilizer, the raising of planting beds, and the installation of hardscaping, including stone steps, edging, and retaining walls less than three feet in height.)

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- ◆ To start the building permit process the following must be submitted:
 - ◆ Buildable plans, structural, electrical, plumbing, heating and life safety features must be included.
 - ◆ Site plans with any drainage or retention requirements, shows existing and future improvements and location to lot lines.
 - ◆ Indiana State Design Release is necessary before Building Permit can be issued.
- ◆ Plans will be reviewed by the following departments.
 - ◆ Zoning
 - ◆ Building
 - ◆ MS4
- ◆ Upon approval by the above departments the ILP will be issued and a notice will be sent to the following departments:
 - ◆ Health
 - ◆ Highway
 - ◆ Soil & Water Conservation District



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Other applicability requirements:

- ◆ The issuance of an Improvement Location Permit cannot substitute for or supersede the requirement of any ordinance adopted by the Board of County Commissioners which requires the issuance of a Building Permit before the construction of any building or structure.
- ◆ The issuance of an Improvement Location Permit does not waive any requirement of any pertinent Municipal, County, State or Federal ordinance, rule, regulation or law.
- ◆ Among other approvals, an applicant must receive approval of an Improvement Location Permit prior to issuance of a Building Permit.

Additional ILP information:

- ◆ A project requiring an ILP must commence within six months of approval or the Permit becomes null and void.
- ◆ A development must be completed within 24 months of approval of an ILP, or the Permit becomes null and void.
- ◆ The Zoning Administrator may renew the ILP a maximum of two times for a duration of 30 days each. If additional renewals are needed, then the applicant must apply for a new ILP, subject to County standards in place at the time of the new application.

Information provided in this brochure either in visual or text form is according to the Elkhart County Zoning Ordinance effective as of February 2, 2015 and the Elkhart County Building Code Ordinance No. 2013-330.



Aerial photograph of the Elkhart County, IN
Department of Public Services

Elkhart County

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