

EDDIE D. MELTON
Mayor



FLORZELL HAWKINS Jr
Building Commissioner

City of Gary
DEPARTMENT OF COMMERCE
BUILDING DIVISION
401 Broadway – Room 104
Gary, IN 46402
(219) 881 – 1377
Fax: (219) 881 - 1425

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. Email address: _____
4. Address of property to be improved: _____
5. Legal description: Single Family: _____ Multi Family _____ or Duplex _____
6. What type of work do you want to do? _____
7. Where are you dumping the materials? _____
8. Are there any structural changes involved in this work? Yes _____ No _____
9. Have you had any experience in doing this type of work? Yes _____ No _____
10. Who will be helping you do this work? _____
Name Relationship
11. Are you making a contract with an unlicensed person to do this work that would involve you paying for more than materials? Yes _____ No _____
12. Will you be performing the work in conjunction with a licensed contractor? Yes _____ No _____
13. If the answer to #9 or #10 is yes, state the name of the contractor/unlicensed person _____
14. 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 _____ Applicant 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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PROCEDURES FOR OBTAINING A HOMEOWNER'S PERMIT

CHECKLIST

1. _____ Attached Application fully filled out.
2. _____ Proof that you are the owner of said property. You must submit to this department a copy of a deed or a tax statement.
3. _____ A copy of your Driver's License or State I.D.
4. _____ Proof of Dumpster receipt (when applicable). If you plan to dispose of the materials yourself, you must provide a notarized letter stating you will be dumping the materials in its proper place.
5. _____ If the works is for new construction or an addition, a copy of the plans must be submitted to this office. Materials needed receipts and/or Quotes are required.
6. _____ You must go to the Planning & Zoning Department located in City Hall, Room 104 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 05/2023
File: Homeowner checklist