



Indian Lake Property Owners Association, Inc.

Building Permit Instructions

In this packet you will find the following documents:

- ILPOA Building Permit Information (Revised January 2024)
- ILPOA Building Permit Application (Revised April 2023)
- ILPOA Building Permit Acknowledgement and Disclaimer Statement (Revised February 2021)
- ILPOA Room Additions, new homes and demolition rebuilds recommendation (adopted August 2015)
- ILPOA Building Permit (February 2021)
- ILPOA Letter Regarding Vendor/Contractor Gate Passes (added December 2016)
- ILPOA Letter Regarding Septic Systems (August 2018)
- ILPOA Building Code (Revised and adopted January 2024)
- ILPOA Well Permit Application (Revised May 2018)
- Recovery Permit Fee Schedule (Revised April 2023)

You will need to read, fill in, sign and/or initial the documents then contact one of the Building Permit Committee Chair Persons listed on the ILPOA Building Permit Information document as only a member of the Building Permit Committee can issue a building permit. The remaining documents in this folder are for you and/or your building contractor.

Thank you and have a great day!

ILPOA BUILDING PERMIT INFORMATION

(Revised January 2024)

Building Permit Committee:

Chair: Jon Howard- bod.jhoward@ilpoa.org

Co-Chair: Gary Weber- bod.gweber@ilpoa.org

Please feel free to contact a member of the committee to discuss your building project prior to applying for a building permit.

Note: Only a member of the Building Permit Committee can issue a building permit.

A permit must be obtained for structures such as but not limited to the following:

- House, driveway, culvert, garage, dock, sea wall, deck or porch, storage building, carport, any addition to a house, garage, storage building, new sewage systems and water wells.
- Please consult the ILPOA Building Code, Rules, Regulations and Restrictions for additional structures requiring a permit.

Note: No project shall be started until an approved building permit has been issued.

Requirements (where applicable):

- The issuance of a building permit does not relieve the member from meeting the Building & Use Restrictions, By-Laws and R&R of Indian Hills.
- Construction prints or sketches of proposed project must be submitted with each building permit application.
 - Name or names of Building General Contractor, Concrete Contractor and Septic Contractor
 - A current stacked Survey to accompany drawings showing New Home location on lot, so that the building overall dimensions are acceptable in accordance with paragraphs (2) and (3) of the ILPOA "Building and Use Restrictions" Warranty Deed.
- A silt fence must be installed around the perimeter of the construction for house, garage, storage building projects and well or septic systems to ensure that no silt or debris is washed into the lake, roadside ditches or your neighbor's property.
- Must maintain a clean road at the construction site free of mud, gravel or rock and construction debris.
- Site Plan showing location of building and septic system or well.
- Material and construction specifications of building and foundation.
- The RPF will be paid in full by check at the same time of Application forms. In the event that applicant's contractor or sub-contractor causes any damages to ILPOA property during construction process, applicant/owner will be responsible and liable for any or all repair costs.
- A copy of the building permit must be displayed conspicuously at the building site and plans must be available at the site.
- The Applicant must be a member in good standing with ILPOA as defined in Section 1 of the ILPOA By-Laws.
- For new sewage disposal systems, obtaining the necessary permit from the Crawford County Health Dept. is required prior to submitting an ILPOA Building Permit application.
- See Building Code, Rules, Regulations and Restrictions for additional requirements.

Applicant's Initials: _____

January 2024

ILPOA BUILDING PERMIT APPLICATION

(Revised April 1, 2023)

Applicant

Date: _____

Name _____

Address _____ City _____ ZIP _____

Lot# _____ Phone# _____

Type of Permit Requested

House___ Driveway___ Culvert___ Garage___ Carport___ Dock___ Sea Wall/Rip Rap___ Deck/Porch___

Addition to house/Garage/Storage Bldg___ Patio/Walkway___ Sewage System___ Well___ Landscaping___

Gazebo's/Pergola's _____

Other (Please specify) _____

RPF Amount \$ _____

Detail of Structure

Length _____ Width _____ Height _____ # of Bedrooms _____

of Bathrooms (Full/Partial) _____ / _____ # of Stories _____

Total Sq. Ft. of Living Area _____ Sewage System Permit (Dept of Health) # _____

Footings & Foundations

Footings: Type _____ Width _____ Depth _____

Foundation: Type _____

Walls

Outer: Plates _____ Studs _____

Corner Bracing _____

Finished Siding _____

Interior: Plates _____ Studs _____

Roof: Joist _____ Rafters _____ Sheathing _____

Construction Notes (Office Use Only) _____

Application Signature _____

ILPOA BUILDING PERMIT
ACKNOWLEDGEMENT AND DISCLAIMER STATEMENT

(Revised February 2021)

The information I and/or my contractor have provided to obtain this building permit is true and accurate.

I hereby agree to abide by and comply with the ILPOA Building Code, Rules, Regulation and Restrictions, a copy of which I acknowledge receiving.

I understand and agree that a survey maybe necessary to prevent my structure from encroaching into a property line set back.

I further agree and understand that any variation from the original plans I submitted to obtain this permit must be approved by the Building Permit Chairman or Co-Chairman. I acknowledge that my failure to seek and obtain approval for any variation shall cause the building permit to be revoked.

I understand that the Recovery Permit fee (See schedule) will be due and paid in full by check prior to any construction.

I acknowledge that the Building Permit Chairman or Co-Chairman shall have the right to stop construction of my project if he/she believes I have not complied with the parameters of this permit or the Building Code, Rules, Regulations and Restrictions. I understand and acknowledge that I can resume construction only after satisfactorily resolving the issue with the Building Permit Chairman or Co-Chairman.

I understand and acknowledge that the issuance of this permit does not constitute any warranty, expressed or implied, for the materials and/or workmanship used in the construction of my project, by the Indian Lake Property Owners Association, Inc., its agents, representatives, officers or employees.

I agree to hold the Indian Lake Property Owners Association, Inc., its agents, representatives, officers and employees harmless for any type of loss or liability related to my project and the issuance of the permits.

Applicant Signature _____ Date _____

February 2021

ILPOA BUILDING PERMIT

(February 2021)

Permission is hereby granted to _____
(Applicant)

To erect _____ on Lot # _____
(Type of Permit)

The permit # is _____ and is issued on _____

The copy of the permit to be used for posting is to be displayed conspicuously at the building site.

The following documents are considered to be part of this permit:

- ILPOA Building Permit Application
- ILPOA Building Permit Acknowledgement and Disclaimer
- ILPOA Building Code, Rules, Regulations and Restrictions

X _____ X _____
(Applicant) (Bldg Permit Comm Chair/Co-Chair)

(Office Use Only)

Recovery Permit Fee Check # _____

Date of Final Inspection _____

Inspected by _____
(Chairman/Co-Chairman)

Room additions, new homes and demolition rebuilds.

The Board of Directors and Building Committee of ILPOA **strongly recommend** consulting with the Crawford County Department of Health on updating your septic system. If seepage from the laterals surface and is reported, the Crawford County Department of Health will respond and evaluate the system to comply with CCDOH section 19CSR 20-3 table 4. This could result in mandatory corrective actions.

Signature

Date

ILPOA WELL PERMIT APPLICATION

(Revised May 2018)

In coordination with the DNR we've added the following items to the building code and will require anyone wanting to drill a well pull a building permit to ensure all of the DNR requirements are being followed. This will help to ensure the water table is not contaminated by improper installation of a well.

Please supply the following:

Drilling Name and permit # for the company drilling your well _____

- Copy of the state license for the company drilling the well.
- A drawing of the well placement in relation to property lines, septic system and septic systems of all adjoining property.
- Copies of any variances granted by the state if required.

The last two items can be satisfied if you receive a letter from DNR before drilling indicating the GPS coordinates of the well location and that you've met all set back requirements required by the state.

- If your property is on the lake or positioned where the dirt and tailings from the drilling can make their way directly in to the lake, installation of a silt fence, or catch pond to prevent dirt and tailings from entering the lake or your neighbor's property is required.

When requesting the final inspection, we will require a copy of the letter the state sends after the well has been completed showing they've received everything and have signed off on the well.

Applicant Signature _____ Date _____

By signing this application, I acknowledge the requirements of DNR guidelines for constructing a well.

Here is a link to the state guidelines on the installation of a residential well.

<http://www.sos.mo.gov/adrules/csr/current/10csr/10csr.asp>

The DNR recommend that wells be cased at least 50' below the lowest point of the lake within one quarter mile of the well location. Most properties on the lake will need approximately 90-120' feet of casing to meet that minimum recommendation.

The DNR also recommend that wells be grouted the full length of the casing. It is a relatively low cost item that homeowners can do to help decrease the chance of surface contamination of their well water.

The main number for the local DNR office overseeing wells is [573-368-2165](tel:573-368-2165) and they encourage anyone to call with questions. They're more than happy to help home owners make sure their wells are done correctly.

We appreciate everyone's assistance in making sure our drinking water is kept free of contamination.

Thank you,
ILPOA
Building Permit Committee



Indian Lake Property Owners Association, Inc.

SEPTIC SYSTEMS

SUBJECT: Installation of Septic System as Required by the Association Building Permit

Dear Association Member:

The purpose of this letter is to inform you that in accordance with the Building and Use Restrictions (BUR); Paragraph 4, you are required to obtain a permit from the Crawford County Health Department for any Septic System being installed on your property. This is required for new home construction and any remodeling effort that may increase the number of room additions that could be used as bedrooms as described in the Building Permit Application.

The only restriction that the Association places on Septic System installations is that contained in Paragraph 4 of the BUR regarding the fifty (50) foot setback from the high water line of Indian Hills Lake which the Association is required to enforce.

The various setbacks contained in Paragraph 3 of the BUR refer to Buildings and do not apply to Septic Systems. However, be advised that if your Septic System encroaches into the easements specified in Paragraph 7 of the BUR and at some future time the use of this easement is required by the Association or a Utility Company your Septic System could very well have to be relocated.

The above is in accordance with STATEMENT of Policy Number 47; INSTALLATION OF SEPTIC SYTEMS dated 13 June 2014.

Building Permits Chairman

August 2018