

# Building Department

The function of the Building Department is to assist citizens and contractors with the following:

- Building Permit Process
- Inspections for Permitted Projects
- Answering Building Code Questions
- Enforcement of Zoning Ordinance
- Investigating Unsafe Building Structural Issues

## Permits & Inspections

- It is NOT necessary to be a licensed contractor in the Town of Monrovia to apply for a permit.
- Permits are required for all structural, electrical, HVAC, and plumbing projects.
- **Inspections are required on all projects, except for accessory buildings under 200 square feet.**
- **Inspections must be called in 24 Hours in advance.** The permit number and location will be needed when scheduling an inspection.

## Roofing, Siding, and Windows

Permits are not generally needed for roofing, siding, and window replacements. You will need a permit if you are changing the size of a window or door.

## Fences & Temporary Structures

Currently a permit is not needed from the Town of Monrovia to install a fence or a temporary structure/tent. However, a fence shall not obstruct the view of motorists, pedestrians, or cyclists. Nor shall it cause any other public safety hazard.

## State Construction Design Release

The State of Indiana requires that a Construction Design Release be obtained for most commercial and industrial building projects. This release can be applied for with the Division of Homeland Security. They can be reached at (317) 232-6422, or [www.in.gov/dhs](http://www.in.gov/dhs)