



# CITY OF PORTAGE

## BUILDING DEPARTMENT

CITY HALL

6070 CENTRAL AVENUE

PORTAGE, INDIANA 46368

TELEPHONE 762-4204 / FAX 764-5749

## INSPECTION SCHEDULE

**\*\*\*Please Call The Building Department For All Inspections.\*\*\* A Sixteen - Hour (16) Notice Is Required For The Following Day's Inspection. When Calling Please Have The Building Permit Number. All Lots Must Be Marked With Either The Lot Number Or Address Or Inspections Will Not Be Made.**

### **Building Inspections:**

- 1<sup>st</sup> Inspection – Before Footing Is Poured, When Forms And Rebar Are In Place and Secured
- 2<sup>nd</sup> Inspection – When Footings, Foundation, Damp Proofing And Drain Tile Are In, But Before Backfill
- 3<sup>rd</sup> Inspection – When All Framing Is Completed With Fire And Draft Stopping In Place And Before Insulation Installation, While Interior Framing Is Visible
- 4<sup>th</sup> Inspection – When Building Is Complete But Before Occupancy

### **Site Clearing Waste Disposal Inspection:**

After Foundation Backfill, But Before Wall Framing Is Started

### **Roofing Inspections:**

Underlayment Inspection – When Underlayment, Ice Shield And Valley Flashing Are In Place

### **Electrical Inspections:**

- 1<sup>st</sup> Inspection – Slab (When Necessary)
- 2<sup>nd</sup> Inspection – When Rough Wiring Is In And Service Is Ready
- 3<sup>rd</sup> Inspection – When Wiring Is Completed

### **Plumbing Inspections:**

- 1<sup>st</sup> Inspection – Slab (When Necessary) Underground Exposed At Joints
- 2<sup>nd</sup> Inspection – When Plumbing Is In – Air Test Is Required 70 To 100 Lbs Of Pressure
- 3<sup>rd</sup> Inspection – When Plumbing Is Completed

### **Mechanical Inspections:**

- A) Central Air Conditioning Only, In Existing Furnace Plenum One Inspection – When Work Is Completed
- B) Separate Central Air Conditioning System; Central Heating; Central Heating And Air Conditioning
  - 1<sup>st</sup> Inspection – When Rough Is Completed
  - 2<sup>nd</sup> Inspection – When Work Is Completed

**You Will Be Notified Only If The Inspection Does Not Pass. No Building Is To Be Occupied Until A Certificate Of Occupancy Permit Has Been Issued.**

**Street Addresses Must Be Five (5) Inches In Height As Required By City Ordinance.**