



CITY OF PORTAGE

BUILDING DEPARTMENT

CITY HALL

6070 CENTRAL AVENUE

PORTAGE, INDIANA 46368

TELEPHONE 762-4204 / FAX 764-5749

PERMIT REQUIRED

A permit shall be obtained before beginning construction, alteration or repair of any building or structure the installation of which is regulated by an Indiana Building Code. The permit shall be applied for using forms furnished by the building commissioner, and all required fees shall be paid to the clerk-treasurer's office.

- 1) Where equipment replacements and repairs must be performed in an emergency situation, the permit application shall be submitted within the next working business day to the Building Department.
- 2) Every permit issued shall expire unless the work authorized by such permit is started within 180 days after its issuance, or if the work authorized by such permit is suspended for a period of 180 days after the time the work is started.
- 3) The Building Commissioner is authorized to suspend or revoke a permit issued wherever the permit is issued in error or on the basis of incorrect, inaccurate or incomplete information, or in violation of any ordinance or regulation.
- 4) The building permit or copy thereof shall be prominently displayed on the worksite until the completion of the project.

*****The following exemptions from permit apply only to building permits and do not apply to the requirement to obtain an Improvement Location Permit as provided for in Article 9 of the Portage Zoning Ordinance.*****

Work exempt from permit. Exemptions from permit requirements of this code shall not be deemed to grant authorization for any work to be done in any manner in violation of the provisions of this code or any other laws or ordinances of this jurisdiction. Permits shall not be required for the following:

Building:

1. One-story detached accessory structures used as tool and storage sheds, playhouses and similar uses, provided the floor area does not exceed 200 square feet. (120 square feet for IBC).
2. Fences not over 6 feet high.
3. Retaining walls which are not over 4 feet in height measured from the bottom of the footing to the top of the wall, unless supporting a surcharge.
4. Water tanks supported directly on grade if the capacity does not exceed 5,000 gallons and the ratio of height to diameter or width does not exceed 2 to 1.
5. Sidewalks and driveways not more than 30 inches above grade and not over any basement or story below and which are not part of an accessible route.
6. Painting, papering, tiling, carpeting, cabinets, counter tops and similar finish work.
7. Prefabricated swimming pools accessory to a one or two family home which are less than 24 inches deep, do not exceed 5,000 gallons and are installed entirely above ground.
8. Swings and other playground equipment accessory to detached one- and two-family dwellings.

9. Window awnings supported by an exterior wall, which do not project more than 54 inches from the exterior wall and do not require additional support.
10. Oil derricks. (IBC)
11. Shade cloth structures constructed for nursery or agricultural purposes and not including service systems. (IBC)
12. Temporary motion picture, television and theater stage sets and scenery. (IBC)
13. Movable cases, counters and partitions not over 5 feet 9 inches in height. (IBC)

Electrical:

Repairs and maintenance: Minor repair work, including the replacement of lamps or the connection of approved portable electrical equipment to approved permanently installed receptacles.

Gas:

1. Portable heating appliance.
2. Replacement of any minor part that does not alter approval of equipment or make such equipment unsafe.

Mechanical:

1. Portable heating appliance.
2. Portable ventilation equipment.
3. Portable cooling unit.
4. Steam, hot or chilled water piping within any heating or cooling equipment regulated by this code.
5. Replacement of any part which does not alter its approval or make it unsafe.
6. Portable evaporative cooler.
7. Self-contained refrigeration system containing 10 pounds (4.54 kg) or less of refrigerant and actuated by motors of 1 horsepower (746 W) or less.

Plumbing:

1. The stopping of leaks in drains, water, soil, waste or vent pipe provided, however, that if any concealed trap, drain pipe, water, soil, waste or vent pipe becomes defective and it becomes necessary to remove and replace the same with new material, such work shall be considered as new work and a permit shall be obtained and inspection made as provided in this code.
2. The clearing of stoppages or the repairing of leaks in pipes, valves or fixtures, and the removal and reinstallation of water closets, provided such repairs do not involve or require the replacement or rearrangement of valves, pipes or fixtures.

Emergency repairs. Where equipment replacements and repairs must be performed in an emergency situation, the permit application shall be submitted within the next working business day to the building official.

Repairs. Application or notice to the building official is not required for ordinary repairs to structures, replacement of lamps or the connection of approved portable electrical equipment to approved permanently installed receptacles. Such repairs shall not include the cutting away of any wall, partition or portion thereof, the removal or cutting of any structural beam or load-bearing support, or the removal or change of any required means of egress, or rearrangement of parts of a structure affecting the egress requirements; nor shall ordinary repairs include addition to, alteration of, replacement or relocation of any standpipe, water supply, sewer, drainage, drain leader, gas, soil, waste, vent or similar piping, electric wiring or mechanical or other work affecting public health or general safety.