



City of Portage
Building Department
6070 Central Avenue, Portage, Indiana 46368
Telephone (219) 762-4204 Fax (219) 764-5749

Certificate of Occupancy

The City of Portage requires that a Certificate of Occupancy be obtained prior to a building being occupied or utilized for each of the following situations:

1. Erection of a new building
2. Relocation of an existing building
3. Addition to an existing building
4. Use of a temporary structure
5. Build-out of a flex commercial or industrial space
6. Remodel of a flex commercial or industrial space
7. Conversion of uninhabitable space to habitable space

Sec. 46-171. Certificate of Occupancy

(c) **Certificate of occupancy.** A certificate of occupancy must be signed by both the planning department and the fire department after a final inspection of the building or structure is made. **No building or structure shall be used or occupied until this certificate of occupancy has been issued.** Issuance of a certificate of occupancy shall not be construed as an approval of any violation of the provisions of this code or of other ordinances of the city or rules and regulations of the State of Indiana Fire Prevention and Building Safety Commission. (Ord. No. 96-4, § 21, 2-6-96)

Failure to obtain the Certificate of Occupancy prior to occupying and/or engaging in business may result in an order to cease occupying a structure, cease doing business and any and all penalties attached to such an order.

Fees: \$50.00 Certificate of Occupancy for One-and-Two Family Dwellings
\$100.00 Certificate of Occupancy for Commercial / Industrial Structures

Certificate of Occupancy for a Change of Use

The City of Portage requires all businesses or organizations locating in an existing building to obtain a Certificate of Occupancy prior to occupying or utilizing the building or tenant space. **A new Certificate of Occupancy must be obtained prior to occupying or utilizing the building / tenant space for the following situations:**

1. There will be a change of the type of business/organization at the location
2. There will be a change of ownership/control of the location

(over)

Certificate of Occupancy Process for a Change of Use

Fill out an **Occupancy Permit Application** and return it to The Building Department.

If there are no improvements to the building:

We will schedule an inspection with the Building Department and Fire Department. Every effort will be made to perform both inspections at the same time.

When inspections from the Building and Fire Department have been approved, you will be notified and a Certificate of Occupancy will be issued.

If interior or exterior changes to the building are to be made:

Provide plans detailing all proposed changes for us to determine if additional permits are needed or that state approval is required according to the General Administrative Rules. At the time of review, if it is determined that state approval is needed; you will be directed to submit **professionally created plans** to the Indiana Department of Homeland Security for a building plan review or to contact a Design Professional to assist you in state submittal if a Design Professional is required. An application for a state building plan review may be submitted online at <http://www.in.gov/dhs/2372.htm>.

****Note: Some locations within the City of Portage require improvements to the site (i.e. parking lot improvements, access to the building). If these improvements are necessary additional information will be required.**

Once all city and state approvals have been granted, building permits can be applied for.

All construction must be performed by contractors and/or subcontractors licensed by the City of Portage.

When all final inspections from the Building and Fire Department have been approved, you will be notified and a Certificate of Occupancy will be issued.

Fees: \$100.00 Certificate of Occupancy

Signs. (Permanent and/or temporary.)

This process **does not include signage** for the site. All signage has separate applications. A permit is necessary for any change, alteration and/or installation of signs in all zoning districts