



CITY OF PORTAGE

BUILDING DEPARTMENT

CITY HALL

6070 CENTRAL AVENUE

PORTAGE, INDIANA 46368

TELEPHONE 762-4204 / FAX 764-5749

IMPROVEMENT LOCATION PERMIT APPLICATION

(COMMERCIAL/INDUSTRIAL)

Please Fill Out The Following Information. We Will Call You When Your Permit Is Ready For Pickup. ***Note: Please Allow 5-10 Business Days To Process Permits.**

Application Is Hereby Requested For: (Check One)

- New Construction
- Building Addition and/or Remodeling
- Other

(Please Print)

Date: _____ Zoning District: _____

Address of Property: _____
Portage Township, Porter County, IN

Owner: _____ Phone: _____

Address: _____

Contractor: _____ Phone: _____

Address: _____

Legal Description: _____

Lot Size: Width: _____ Depth: _____ Area: _____

Proposed Construction: (Please Explain What You Are Constructing)

Site Plan Number and Approval Date: _____

Building Size: _____ Sq. Ft. _____ # of Floors: _____

Setbacks: Front: _____ Sides: _____ Rear: _____

Total Impervious Surface Area _____ Lot Coverage Percentage _____

Sewer Permit #: _____ State Release #: _____

Estimated Construction Cost \$ _____

X _____
Contractor/Owner

Advanced Structural Components Used:	<input type="checkbox"/> Floor I-joists	<input type="checkbox"/> Floor Trusses
	<input type="checkbox"/> Roof I-joists	<input type="checkbox"/> Roof Trusses

Check Off List:

1. Completed Application _____
 2. Occupancy Permit Application _____
 3. One Complete Set Of State Prints and one CD with prints in pdf file _____
 4. Site Plan _____
 5. Construction Design Release From State _____
 6. Plan Authentication Agreement Signed And Stamped
From Architect or Engineer _____
 7. Subcontractor's List _____
 8. Sewer Permit (If Applicable) _____
 9. Drainage Plan Approval Received _____
 10. Stormwater Permit (If Applicable) _____
 11. Deed of Dedication for Right of Way (If Applicable) _____
 12. Waiver/Sidewalk Agreement (If Applicable) _____
 13. Pre-Construction meeting with MS4 Coordinator – SWPPP
(Storm water pollution prevention plan) _____
 14. Advanced Structural Component Usage Reported _____
- Read Receipt Received _____

Received By: _____ Date: _____