



# CITY OF PORTAGE

## BUILDING DEPARTMENT

CITY HALL

6070 CENTRAL AVENUE

PORTAGE, INDIANA 46368

TELEPHONE 762-4204 / FAX 764-5749

## OCCUPANCY PERMIT APPLICATION

*Application is hereby requested for: (check one)*

New Construction \_\_\_\_\_

Change of Use \_\_\_\_\_

Building Addition/Remodeling \_\_\_\_\_

Temporary Structure \_\_\_\_\_

Date: \_\_\_\_\_

Zoning District: \_\_\_\_\_

(Please Print)

Address of Property: \_\_\_\_\_

Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Address of Owner: \_\_\_\_\_

Applicant/Lessee: \_\_\_\_\_ Name of Business \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

*For Change of Use Applications Only:*

Description of Building Use: \_\_\_\_\_

\_\_\_\_\_

Proposed Improvements: \_\_\_\_\_

\_\_\_\_\_

**For an occupancy permit to be issued each of the following must be successfully completed, if applicable:**

- a. Demonstrate proof of being issued an improvement location permit and building permit.**
- b. Filling out and submitting the application for the occupancy permit.**
- c. Submit Curb Waiver/Sidewalk Agreement, Architect or Engineer's Certificate of Completion and Compliance, Deed of Dedication for Right-of-Way**
- d. Receive final inspection approval by the Utility Service Board and the Planning, Engineering, Building and Fire Departments to occupy the building.**
- e. Submit a Confirmed Annual Energy Cost Compliance Certificate**
- f. Submit a Confirmed Energy Code Compliance Certificate**

**Due to weather or other circumstances, an occupancy permit may be issued without the (a) landscaping, (b) building finishes, (c) parking lot finishes, or the like provided some sort of surety has been posted to satisfy the Director of Community Development.**

Planning Department Office Use Only:

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Date \_\_\_\_\_

Check Off List:

- 1. Completed Occupancy Permit Application \_\_\_\_\_
- 2. Final Inspection Approvals:
  - A. Building Department \_\_\_\_\_
  - B. Fire Department \_\_\_\_\_
  - C. Engineering Department \_\_\_\_\_
    - I. Site/Landscaping Inspection \_\_\_\_\_
  - D. Utility Service Board \_\_\_\_\_
  - E. Planning Department \_\_\_\_\_
- 3. Park Impact Fee Paid (If Applicable) \_\_\_\_\_
- 4. Architect or Engineer's Certificate of Completion and Compliance – Signed and Sealed (If Applicable) \_\_\_\_\_
- 5. Curb Waiver/Sidewalk Agreement (If Applicable) \_\_\_\_\_
- 6. Deed of Dedication for Right-of-Way (If Applicable) \_\_\_\_\_
- 7. Winter Weather Policy Bonding at 125% of Estimate (If Applicable) \_\_\_\_\_
  - A. Recorded Notice of Improvements and Right of Entry \_\_\_\_\_
  - B. Written Subcontractor Estimate of Work Being Bonded \_\_\_\_\_
- 8. Warehouse Policy (If Applicable) \_\_\_\_\_
  - A. Floor Plan \_\_\_\_\_
  - B. Evacuation Plan \_\_\_\_\_
  - C. Industrial Steel Storage Rack Plans \_\_\_\_\_
- 9. Stipulations Imposed by BZA and/or Plan Commission \_\_\_\_\_
- 10. Confirmed Annual Energy Cost Compliance Certificate \_\_\_\_\_
- 11. Confirmed Energy Code Compliance Certificate \_\_\_\_\_
- 12. Comments \_\_\_\_\_  
\_\_\_\_\_

Received By \_\_\_\_\_ Date: \_\_\_\_\_