



# 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: \_\_\_\_\_