



CITY OF PORTAGE

BUILDING DEPARTMENT

CITY HALL

6070 CENTRAL AVENUE

PORTAGE, INDIANA 46368

TELEPHONE 762-4204 / FAX 764-5749

ACCESSORY STRUCTURE APPLICATION

For decks, sheds, pools (both in ground and above ground), fences, carports, open front porches, room additions, screened in sunrooms and detached garages.

*****Note to Homeowner:** *When applying for a permit to place a fence in a drainage easement the following must be acknowledged:*

- *The homeowner is responsible for any repairs to damaged storm structures related to fence placement.*
- *Flow lines shall be maintained (not balanced by fences) in all side and rear yards.*
- *The homeowner is responsible for all costs associated with removal and replacing fences when notified in writing of the City's intent to repair, maintain, or construct facilities within the easement.*

(Please Print)

Date: _____

Homeowner's Name: _____

Address: _____ Phone: _____

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

Zoning District: _____ Constructing in Flood Hazard Area: Yes____ No____

- If "Yes", see form *Flood Hazard Area Development Supplement* for further requirements.

Person to be performing work: _____

If this is a contractor they must be licensed in the City to perform work in the City

Address: _____ Phone: _____

Electrical Contractor (if for pool) _____

What are you proposing to construct: _____

Size of proposed structure: _____ Height: _____

Front Set Back: _____ Rear Set Back: _____ Side Set Backs: _____

(Setbacks are distances from property lines)

Estimated Cost \$ _____

Energy Code Compliance Path: (Check One if Applicable)

Prescriptive _____

Total Building UA _____

Simulated Performance _____

Advanced Structural Components Used:	_____ Floor I-joists	_____ Floor Trusses
	_____ Roof I-joists	_____ Roof Trusses

All permit applications require you to submit:

1. **a plat of survey** of the property (or scale drawing on graph paper) indicating on the plat the proposed structure and all other existing structures
2. **measurements** on the survey from all property lines as to where proposed structure will be located.
3. a list of **subcontractors** to be used

To apply for a permit for a room addition please submit:

1. **a floor plan** calling out each room with sizes
2. **a wall section drawing** from roof to ground
3. **actual window sizes** (not rough openings) and **window manufacturers cut sheet**

If you are proposing a second story addition you will need a **letter from an architect or engineer** stating the existing foundation and first story structure is capable of handling the second story addition.

If you checked Total Building UA path for energy code compliance, you must submit an approved software **UA Calculation. REScheck** is an example of approved software.

If you checked Simulated Performance path for energy code compliance, you must submit an **Approved Software Compliance Report, Preliminary Annual Energy Cost Certificate** and a **Preliminary Compliance Certificate.**

If the proposal does not meet the guidelines from Developmental Standards you can **apply for a variance** and seek approval from the Board of Zoning Appeals.

If you have a **corner lot**, structures cannot protrude into front yards.

If you have a **double frontage lot** certain restrictions apply.

If the accessory structure is for a **Mobile Home Park**, we must have approval from the **Park Office.**

We will call you when the permit is ready for pick up. Please allow 5-10 business days for processing. Thank you, City of Portage Department of Public Works/Building Department.

*******Do Not Write Below This Line Office Use Only*******

Check off list:

1. Completed Application _____
2. Plat of survey _____
3. Subcontractor's List _____
4. Mobile Home Park Approval _____
5. Is the property in a floodplain _____
6. Flood Hazard Area Development Supplement (If applicable) _____
7. Total Building UA REScheck Document (If applicable) _____
8. Simulated Performance Alternative Documents (If applicable):
 Approved Software Compliance Report _____
 Preliminary Annual Energy Cost Certificate _____
 Preliminary Compliance Certificate _____
9. Advanced Structural Component Usage Reported _____
 Read Receipt Received _____

Received by: _____ Date: _____