



CITY OF PORTAGE

BUILDING DEPARTMENT

CITY HALL

6070 CENTRAL AVENUE

PORTAGE, INDIANA 46368

TELEPHONE 762-4204 / FAX 764-5749

INSPECTION SCHEDULE

*****Please Call The Building Department For All Inspections.*** A Sixteen - Hour (16) Notice Is Required For The Following Day's Inspection. When Calling Please Have The Building Permit Number. All Lots Must Be Marked With Either The Lot Number Or Address Or Inspections Will Not Be Made.**

Building Inspections:

- 1st Inspection – Before footing is poured, when forms and rebar are in place and secured
- 2nd Inspection – Before foundation walls are poured, when forms and rebar are in place and secured
- 3rd Inspection – When foundation, damp proofing and drain tile are in, but before backfill
- 4th Inspection – When all exterior sheathing is installed, but before house wrap is installed
- 5th Inspection – When All Framing Is Completed With Fire And Draft Stopping In Place And Before Insulation Installation, While Interior Framing Is Visible
- 6th Inspection – When Building Is Complete But Before Occupancy

Site Clearing Waste Disposal Inspection:

After foundation backfill, but before wall framing is started

Roofing Inspections:

Underlayment Inspection – When underlayment, ice shield and valley flashing are in place

Electrical Inspections:

- 1st Inspection – Slab (When Necessary)
- 2nd Inspection – When rough wiring is in and service is ready
- 3rd Inspection – When wiring is completed

Plumbing Inspections:

- 1st Inspection – Slab (When Necessary) Underground exposed at joints
- 2nd Inspection – When plumbing is in – air test is required 70 to 100 lbs of pressure
- 3rd Inspection – When plumbing is completed

Mechanical Inspections:

- A) Central Air Conditioning Only, Existing Furnace Plenum; One Inspection – When work is completed
- B) Separate Central Air Conditioning System; Central Heating; Central Heating and Air Conditioning
 - 1st Inspection – When rough is completed
 - 2nd Inspection – When work is completed

You Will Be Notified Only If The Inspection Does Not Pass. No Building Is To Be Occupied Until A Certificate Of Occupancy Permit Has Been Issued.

Street Addresses Must Be Five (5) Inches In Height As Required By City Ordinance.