



**City of Portage**  
**Building Department**  
6070 Central Avenue, Portage, Indiana 46368  
Telephone (219) 762-4204 Fax (219) 764-5749

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## **THE PERMIT PROCESS**

This notice represents a guide for better understanding of the types of permits most commonly required by the Portage Building Department, their uses and the commonly required submissions at application. Upon Department review of an application, additional submissions may be required as determined by the Department. If you are unsure as to whether your project requires a permit, please refer to the Building Department publication *Permit Required* or contact the Portage Building Department at (219) 762-4204. All forms and applications are available at the Building Department on the first floor of City Hall and on the City of Portage website at [www.ci.portage.in.us](http://www.ci.portage.in.us). All fees are paid at the Clerk's Office.

### **Types of permit applications**

- Improvement Location Permit - Residential or Commercial
- Miscellaneous Building Permit
- Accessory Structure Permit
- Occupancy Permit
- Electric, Plumbing, HVAC Permit
- Driveway or Parking Lot Permit
- Signs, Canopies and Awnings Permit

### **What is the procedure to apply for a building permit?**

#### **Improvement Location Permit Application (ILP)**

This is a Planning Department permit used for approval of the location and lot coverage of any residential or commercial new construction. This permit generates the Building Permit for your construction. The required fee for the ILP of \$25.00 Residential, \$50.00 Commercial/Industrial will be paid at the Clerk's Office after the permit is processed. In order to complete the application, you will need to supply:

- The address of the proposed construction
- Owner name, address, phone number
- Contractor name, address, phone number
- Building information, including Energy Code compliance path, if applicable.
- The dimensions and square foot area of the lot and the proposed construction
- The estimated cost of the construction
- Sewer permit number (if applicable)
- Survey of the property showing all existing and proposed construction with dimensions including any driveway, patio, sidewalks or other impervious surfaces. Include measurements from all property lines to proposed construction and elevation dimensions for the top of curb and finished garage floor.
- Completed Occupancy Permit Application
- A complete set of working blueprints including the manufacturer's window spec sheet
- A list of subcontractors to be used
- Commercial applicants must also provide an approved site plan, storm water permit, Indiana Construction Design Release, state approved plans in hard copy and CD in pdf file and a Plan Authentication Agreement signed and stamped by a registered design professional.

### **Miscellaneous Building Permit**

This permit is used for the repairing/remodeling of primary and accessory structures, such as re-roofing, re-siding, replacement windows, interior remodel and the demolition or moving of structures. The required fee is based on the construction permitted and will be paid at the Clerk's Office after the permit is processed. In order to complete the application, you will need to supply:

- The address of the proposed construction
- Owner name, address, phone number
- Contractor name, address, phone number
- Proposed construction information
- A list of subcontractors to be used (if applicable)
- Estimated project cost
- For an interior remodel, provide a dimensioned floor plan of proposed changes.

### **Accessory Structure Permit**

This permit is used for structures accessory to the primary structure such as detached garages, carports, decks/porches, sheds, pools, fences, and room additions. Fees vary based on the proposed construction. The combined fees of the required Improvement Location Permit plus the Building Permit will be paid at the Clerk's Office after the permit is processed. In order to complete the application, you will need to supply:

- The address of the proposed construction
- Owner name, address, phone number
- Contractor name, address, phone number
- Building information, including Energy Code compliance path, if applicable.
- The dimensions and square foot area of the lot and the proposed construction
- The estimated cost of the construction
- Survey of the property showing all existing and proposed construction with dimensions including any driveway, patio, sidewalks or other impervious surfaces. Include measurements from all property lines to proposed construction.
- A list of subcontractors to be used
- For a room addition, provide a floor plan, wall section drawing from the foundation to the roof and window sizes with the manufacturer's spec sheet.
- For a second story addition, provide a letter from a registered architect or engineer stating that the foundation and first story structure is capable of supporting the additional load.
- For construction in a mobile home park, provide approval from the park office.

### **Occupancy Permit**

This is a Planning Department permit and is required to occupy any new or relocated residential building, any new or remodeled commercial building or any change of use of a commercial building. The Occupancy Permit Application must be submitted along with the Improvement Location Permit Application. The required fee of \$50.00 Residential, \$100.00 Commercial/Industrial will be paid at the Clerk's Office after the permit is processed.

In order to complete the application, you will need to supply:

- The address of the proposed construction
- Owner name, address, phone number
- Applicant/Lessee name, name of business, address, phone number
- Description of building use (change of use applications only)
- Proposed construction information
- To be issued an Occupancy Permit, the following must be successfully completed, if applicable:
  - Demonstrate proof of being issued an improvement location permit and building permit
  - Demonstrate proof of passing final inspection by the building inspector
  - Filling out and submitting the application for the Occupancy Permit
  - Receive approval by the Engineering, Building and Fire Departments to occupy the building
  - Commercial projects must supply a Certificate of Completion from the architect.

### **Electric, Plumbing, HVAC Permit**

These permits are required in addition to a general building permit if the proposed construction involves electrical, plumbing, heating, ventilation or air conditioning work. The fee is based on the proposed construction and will be paid at the Clerk's Office after the permit is processed. In order to complete the application, you will need to supply:

- The address of the proposed construction
- Owner name, address, phone number
- Contractor name, address, phone number
- Proposed construction information

### **Driveway or Parking Lot Permit**

This permit is used when constructing a new or enlarging an existing driveway or parking lot. The required fee is the Improvement Location Permit fee of \$25.00 Residential, \$50.00 Commercial/Industrial and will be paid at the Clerk's Office after the permit is processed. In order to complete the application, you will need to supply:

- The address of the proposed construction
- Owner name, address, phone number
- Contractor name, address, phone number
- Survey of the property showing all existing and proposed construction with dimensions including any driveway, patio, sidewalks or other impervious surfaces. Include measurements from all property lines to proposed construction.
- Estimated cost
- Application for Right-of-Way Construction Permit (if applicable)
- Right-of-Way Construction Permit is required to work in the Public Right-of-Way and must be reviewed and accepted by the Public Works Engineering Department and the Portage Water Reclamation Department. A street cut fee for commercial applications will be required.

### **Signs, Canopies and Awnings Permit**

This permit is used for commercial applications. The combined fee of \$60.00 for each sign is based on an Improvement Location Permit fee of \$10.00 plus the Building Permit fee of \$50.00 and will be paid at the Clerk's Office after the permit is processed. In order to complete the application, you will need to supply:

- The address of the proposed construction
- Owner/Lessee name, address, phone number
- Contractor(s) name, address, phone number
- Plat survey or scaled drawing with dimensions showing existing and proposed construction
- A scale color drawing of the sign, canopy or awning with all measurements, including that of the signage being placed on it.
- Dimensioned elevation drawing of the building with proposed sign.
- Estimated cost

### **Forms and Applications**

Permit applications and all required forms, Fee Schedule and Inspection Schedule are available at the Building Department on the first floor of City Hall and on the City of Portage website at [www.ci.portage.in.us](http://www.ci.portage.in.us).

### **Review Time**

When scheduling your project, please allow 5 to 10 working days after a complete application has been submitted to review and process permit applications. Only complete applications will be accepted. Reviews will not begin until all required documents have been received.

## Construction Plans

The plans you submit should provide scaled, dimensioned floor plans for each elevation and a foundation plan to include:

- All walls, windows, doors and built-in features
- A window schedule, including the manufacturer's spec sheet
- Electrical layout, including smoke detectors
- Sump pump, plumbing and mechanical locations
- Garage floor elevation and slope; include top of curb reference elevation
- Structural elements and information

The plans you submit should provide scaled, dimensioned elevation section views specifying:

- Footing and foundation size, depth, drainage
- Types and sizes of structural elements for walls, floors, ceilings and roofs
- Foundation, floor, wall and ceiling insulation types & values
- Roof pitch and covering
- Stairway details including rise, run, width, headroom clearance, handrail height and intermediate rail spacing

## Inspections

Inspections are mandatory. An inspection schedule is available at the Department of Public Works or may be downloaded at [www.ci.portage.in.us](http://www.ci.portage.in.us). Don't forget to call (219) 762-4204 or email Lorry Mitchell at [lmitchell@portage-in.com](mailto:lmitchell@portage-in.com), Dina Dawkins at [ddawkins@portage-in.com](mailto:ddawkins@portage-in.com) or Judy Alvey at [jalvey@portage-in.com](mailto:jalvey@portage-in.com) to schedule inspections once construction begins.

## Hours

Department of Public Works office hours are Monday thru Friday 8:30 a.m. to 4:30 p.m., excluding holidays.

## Building Codes

- 2020 Indiana Residential Code with Indiana Amendments (2018 International Residential Code)
- 2014 Indiana Building Code (2012 International Building Code with Indiana Amendments)
- 2014 Indiana Mechanical Code (2012 International Mechanical Code with Indiana Amendments; ANSI 117.1 – 2003; ASCE –7 – 2005)
- 2014 Indiana Fuel Gas Code (2012 International Fuel Gas Code with Indiana Amendments)
- 2009 Indiana Electrical Code (2008 National Electrical Code with Indiana Amendments)
- 2012 Indiana Plumbing Code (2006 International Plumbing Code with Indiana Amendments)
- 2010 Indiana Energy Conservation Code (ASHRAE 90.1-2007 Edition with Indiana Amendments)

The Above Books Are Available Through:

The International Code Council website at [www.iccsafe.org](http://www.iccsafe.org), or

Indiana Amendments are available for downloading at <http://www.in.gov/dhs/2490.htm>

## More Information

Other information you may find helpful is available to view or download and print by following the links on the City of Portage website at [www.ci.portage.in.us](http://www.ci.portage.in.us) and browsing the Building Department webpage.