



# City of Portage Building Department

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## PERMITS

### THE WHAT, WHEN & HOW OF BUILDING PERMITS

There are two types of permits issued by the Building Department:

1. Improvement Location Permit (ILP), which is a zoning permit
2. Building Permits, of which there are several categories

An Improvement Location Permit (ILP) must be obtained for the erection of, relocation of, demolition of, addition to, or structural alteration to a structure or building and for the installation of all types of paving and flatwork. All such work must be confirmed to be in conformity with the provisions in the City of Portage Municipal Code Chapter 90 *Zoning*.

A Building Permit must be obtained before beginning construction, alteration or repair of any building or structure the installation of which is regulated by an Indiana Building Code.

All permits shall be applied for using forms furnished by the Building Commissioner, and all required fees shall be paid to the Clerk-Treasurer's Office.

Where equipment replacements and repairs must be performed in an emergency situation, the permit application shall be submitted within the next working business day to the Building Department.

Every permit issued shall expire unless the work authorized by such permit is started within 180 days after its issuance, or if the work authorized by such permit is suspended for a period of 180 days after the time the work is started.

The Building Commissioner is authorized to suspend or revoke a permit issued wherever the permit is issued in error or on the basis of incorrect, inaccurate or incomplete information, or in violation of any ordinance or regulation.

The building permit or copy thereof shall be prominently displayed on the worksite until the completion of the project.

## Exemptions

The following activities require an Improvement Location Permit (ILP), but are exempt from the requirement for a separate Building Permit.

1. One-story detached accessory structures used as tool and storage sheds, playhouses and similar uses, provided the floor area does not exceed 200 square feet. (120 square feet for non-residential).
2. Fences not over 6 feet high.
3. Retaining walls which are not over 4 feet in height measured from the bottom of the footing to the top of the wall, unless supporting a surcharge.
4. Water tanks supported directly on grade if the capacity does not exceed 5,000 gallons and the ratio of height to diameter or width does not exceed 2 to 1.

5. Sidewalks and driveways not more than 30 inches above grade and not over any basement or story below and which are not part of an accessible route.
6. Prefabricated swimming pools accessory to a one or two family home which are less than 24 inches deep, do not exceed 5,000 gallons and are installed entirely above ground.

**There are no permit requirements for the following activities.**

**Building:**

1. Painting, papering, tiling, carpeting, cabinets, counter tops and similar finish work.
2. Swings and other playground equipment accessory to detached one- and two-family dwellings.
3. Window awnings supported by an exterior wall, which do not project more than 54 inches from the exterior wall and do not require additional support.

**Electrical:**

Repairs and maintenance: Minor repair work, including the replacement of lamps or the connection of approved portable electrical equipment to approved permanently installed receptacles.

**Gas:**

1. Portable heating appliance.
2. Replacement of any minor part that does not alter approval of equipment or make such equipment unsafe.

**Mechanical:**

1. Portable heating appliance.
2. Portable ventilation equipment.
3. Portable cooling unit.
4. Steam, hot or chilled water piping within any heating or cooling equipment regulated by this code.
5. Replacement of any part which does not alter its approval or make it unsafe.
6. Portable evaporative cooler.
7. Self-contained refrigeration system containing 10 pounds (4.54 kg) or less of refrigerant and actuated by motors of 1 horsepower (746 W) or less.

**Plumbing:**

1. The stopping of leaks in drains, water, soil, waste or vent pipe provided, however, that if any concealed trap, drain pipe, water, soil, waste or vent pipe becomes defective and it becomes necessary to remove and replace the same with new material, such work shall be considered as new work and a permit shall be obtained and inspection made as provided in this code.
2. The clearing of stoppages or the repairing of leaks in pipes, valves or fixtures, and the removal and reinstallation of water closets, provided such repairs do not involve or require the replacement or rearrangement of valves, pipes or fixtures.

**Emergency repairs.** Where equipment replacements and repairs must be performed in an emergency situation, the permit application shall be submitted within the next working business day to the Building Official.

**Repairs.** Application or notice to the Building Official is not required for ordinary repairs to structures, replacement of lamps or the connection of approved portable electrical equipment to approved permanently installed receptacles. Such repairs shall not include the cutting away of any wall, partition or portion thereof, the removal or cutting of any structural beam or load-bearing support, or the removal or change of any required means of egress, or rearrangement of parts of a structure affecting the egress requirements; nor shall ordinary repairs include addition to, alteration of, replacement or relocation of any standpipe, water supply, sewer, drainage, drain leader, gas, soil, waste, vent or similar piping, electric wiring or mechanical or other work affecting public health or general safety.

## **The Permit Application Process**

Following is 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, after reviewing this document, you are unsure as to whether your project requires a permit, please contact the Portage Building Department at (219) 762-4204. All forms, applications, and a fee schedule are available at the Building Department on the first floor of City Hall and on the City of Portage website at [www.portagein.gov](http://www.portagein.gov). All fees are paid at the Clerk-Treasurer'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

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

The Improvement Location Permit is reviewed by the Department of Community Development and is used for approval of the use, location, and lot coverage of any residential or commercial new construction as per The City of Portage Municipal Code Chapter 90 *Zoning*. 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-Treasurer'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-Treasurer'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-Treasurer'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 permit is issued by the Department of Community Development 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-Treasurer'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-Treasurer'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-Treasurer'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 Utility Services Department and the Department of Community Development. Applicant must provide a \$5,000 bond and Liability Insurance as required by Ordinance No. 194 and a street cut fee based upon the length of the cut.

### **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-Treasurer'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**

All required forms and schedules are available at the Building Department on the first floor of City Hall and on the City of Portage website at [www.portagein.gov](http://www.portagein.gov).

### **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. During the review, it may become necessary to submit additional information or documents. Applications are processed in the order they are 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 Building Department or may be downloaded at [www.portagein.gov](http://www.portagein.gov). 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. Inspection requests should be made 24 hours in advance. Requests received for a same-day inspection may not be accommodated.

### **Hours**

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

### **Building Codes**

2020 Indiana Residential Code	(2018 International Residential Code with Indiana Amendments)
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) 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.portagein.gov](http://www.portagein.gov) and browsing the Building Department webpage.