

# How to Obtain a Residential Building Permit

A building permit is required to start construction of a new home, an addition, an accessory building or structure such as a garage, storage shed, swimming pool or deck. In order to ensure all new construction meets City of Portage zoning regulations and State of Michigan building and construction codes, the Department of Community Development will perform a review of all proposed plans. The permit and plan review process is the means by which the city safeguards the health, safety and sanitation of neighborhoods. The following information will assist you in the completion of your residential construction project.

## **Step 1: Submittal of Plot Plan**

Please submit a plot plan, any applicable building plans and, if required, energy code calculations to meet the Michigan Energy Code. An example of a typical plot plan is provided on the inside of this pamphlet. The plot plan submitted to the City is required to be a scale drawing (example: 1 inch equals 20 feet) and provide the following information:

1. The shape, location and dimensions of your lot.
2. The shape, size and location of all building or other structures to be erected, altered or moved.
3. The existing and intended use of the lot and all such structures upon it.
4. Any other information concerning the lot or adjoining lot which may be important (natural features, swimming pool location, drainage, utility lines, etc.). The location of residential water and sewer service lines and the location and size of driveway and curb openings must also be shown.



**Department of Community Development**

7900 South Westnedge Avenue

Portage, Michigan 49002

[www.portagemi.gov](http://www.portagemi.gov)

In most instances, building plans are also required including: foundation drawings; typical wall, floor and roof sections; elevation views of the structure; and floor plans for each floor or level. If the building is a home over 3500 square feet, the plans may need to be sealed by an architect or engineer licensed in the State of Michigan. If the plans require structural computations for a unique design, a certification by an architect or engineer is required.

The State of Michigan requires all new homes or additions to be insulated to conserve energy. Calculations are required to be submitted indicating that the proposed building meets this requirement. Forms may be obtained at the Department of Community Development for this purpose.

If a new home, addition or garage is within 500 feet of a body of water (i.e., lake, stream, etc.) data elevations, North American Vertical Datum 88 (NAVD88) or National Geodetic Vertical Datum 29 (NGVD29) must be submitted.

### Step 2: Permit Application

Bring three copies of the plot plan along with two copies of the construction plans and energy code calculations, if necessary, to the Department of Community Development, Portage City Hall, 7900 South Westnedge Avenue. When submitting the plans, please also complete an application for a residential building permit.

### Step 3: Review and Approval

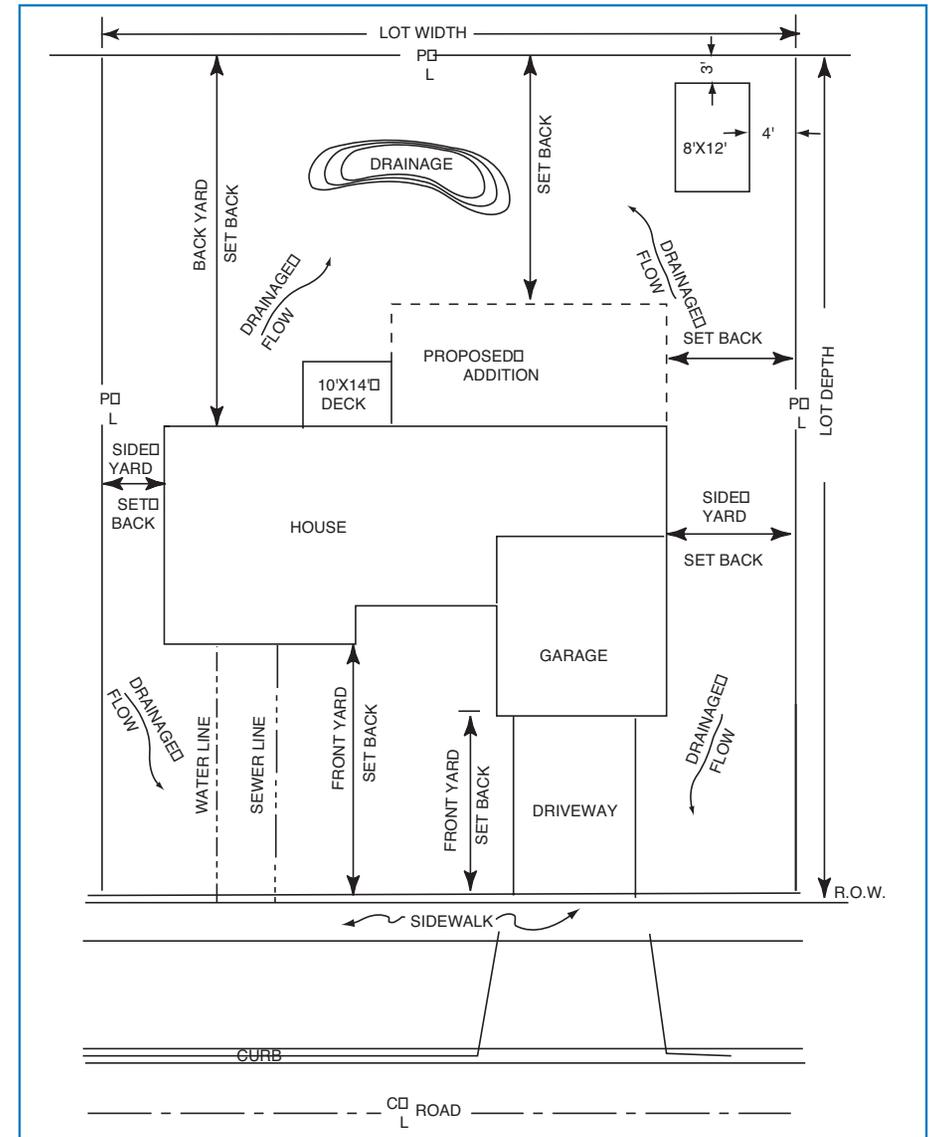
The information submitted will be reviewed by the Department of Community Development within not more than five working days. The Department of Community Development will prepare all necessary permits for the project including building, water, sewer, curb cut/driveway and soil erosion if necessary. If there is any additional information necessary or if information needs to be corrected, staff will make every effort to contact you within the five working days by telephone or by mail so that your application can be promptly reviewed and a permit issued.

### Step 4: Obtain Permit

You will be notified as soon as the permit is available. Cost of the permit varies depending on the total valuation of the construction project. Fees for a building permit is calculated based on a square foot cost published by the International Code Council per the fee schedule approved by the Portage City Council.

For more information, or for assistance with zoning or building code requirements, please contact the Department of Community Development at (269) 329-4477.

## Example of a Typical Plot Plan



On your plot plan, remember to include:

1. Name and address
2. North arrow
3. Scale
4. Property lines (P) and lot dimensions
5. All existing structures, building dimensions and setbacks
6. All proposed buildings or additions
7. Drainage/direction of runoff (elevations if new dwelling or addition)
8. Fences