



# DEVELOPMENT GUIDE

October 2024

*A City of Portage  
Building Department  
Guide to  
Procedures and Requirements  
for Building a Non-Residential  
or Multi-Family Building*

## **INTRODUCTION**

The City of Portage has prepared this Guidebook to assist you in the process of constructing a non-residential or multi-family building in our City.

This Guidebook contains important information that will help you understand the Building Permit and construction process from “application to completion.” We have included details for areas that have generated confusion or delays in the past.

Submitting a complete set of construction drawings containing all the necessary information will help expedite the review process. This Guidebook contains details of these requirements and other information that can save you valuable time in constructing your building, so we urge you to read through it completely.

We hope this Guidebook is helpful and we encourage you to provide us with any suggestions you may have as we continue to work toward improving our development process.

## **HOW TO USE THIS GUIDEBOOK**

This Guidebook is set up to allow you to quickly reference specific areas of interest. The titles of the information provided are listed below along with an explanation of what is contained on that sheet with a page number for quick reference.

**Phone Directory** ..... Page 4

- A list of City and outside Agency phone numbers for your reference.

**Codes Currently in Effect** ..... Page 6

- A list of the current Codes that will apply to your project.

**From Application to Completion**..... Pages 7-12

- This is intended to be your general guide through the complete process. It provides information on the application requirements, permits, inspections, and Certificate of Occupancy.

**Building Permit Fees** ..... Page 12-14

- A list of all the fees related to constructing a non-residential or multi-family building.

**Plan Review Checklist** ..... Pages 15-18

- A guide to help you understand the information that shall be contained in the construction drawings. This information should be given to the State Licensed architect or engineer preparing your plans. A complete set of construction plans containing all the necessary information will help expedite the review process.

**Fire Protection Plan Review** ..... Pages 19-20

- Contains information on the plan review process for obtaining Fire Suppression and Fire Alarm Permits.

**Inspection Request** ..... Page 21

- Contains details required for requesting an inspection, making sure your job is ready for inspection, time inspections are done and what the inspection tags mean.

**Building Forms**

- Building Permit
- Request for Water & Sewer Charges
- SESC (Soil Erosion) Permit
- Certificate of Occupancy application

*Located online at*

<https://www.portagemi.gov/178/Permits>

**PHONE DIRECTORY**  
**City of Portage, Michigan**

Office Hours: Monday – Friday (except holidays)                      8:00 a.m. – 5:00 pm.

**DEPARTMENT**

**PHONE**

Finance .....	(269) 329-4455
Assessing .....	(269) 329-4433
Building/ Inspection Request Line .....	(269) 329-4466
City Clerk .....	(269) 329-4511
Engineering .....	(269) 329-4422
Public Works .....	(269) 329-4444
Fire Prevention .....	(269) 548-4058
City Manager .....	(269) 329-4400
Parks & Rec .....	(269) 329-4522
Planning/Zoning .....	(269) 329-4471

City Website: <https://www.portagemi.gov>

**OUTSIDE AGENCIES, PERMITTING AGENCIES**

Kalamazoo County Road Commission.....	(269) 381-3171
Kalamazoo County Health & Community Services.....	(269) 373-5200
Michigan Department of Environment, Great Lakes (Kzoo).....	(269) 567-3500
Consumers Energy.....	1-800-477-5050
MISS DIG.....	(811)

## **CODES CURRENTLY IN EFFECT**

City of Portage

October 2024

### **Building:**

Commercial: MBC 2015 (Michigan Building Code 2015)  
Accessibility – ICC/ANSI A117.1-2009  
Residential: MRC 2015 (Michigan Residential Code 2015)

### **Plumbing:**

Commercial: MPC 2021 (Michigan Plumbing Code 2021)  
Residential: MRC 2021 (Michigan Residential Code 2021)

### **Mechanical:**

Commercial: MMC 2021 (Michigan Mechanical Code 2021)  
Fuel gas: IFGC - 2021  
Residential: MRC 2021 (Michigan Residential Code 2021)

### **Electrical:**

Commercial: NEC 2023 (State of Michigan Electrical Code)  
2023 National Electrical Code with Part 8 Amendments  
Residential: MRC 2021 (Michigan Residential Code 2021)

### **Rehab:**

REHAB 2015 (Michigan Rehabilitation Code for Existing Buildings 2015)

### **Fire Code:**

IFC 2015 (International Fire Code 2015), as referenced in the 2015 Michigan Building Code

### **Fire Suppression:**

Commercial: NFPA 13 (2013) Multiple Family: NFPA13R (2013)  
Residential: NFPA 13D (2013)

### **Fire Alarm**

Commercial: NFPA 72 (2013) Paint Booths: NFPA 17 (2013)  
Kitchen Hoods: NFPA 17A (2013) Residential: NFPA 72 (2013)

### **Energy Code**

Commercial: MBC 2015 (Michigan Building Code 2015) – Chapter 13 &  
MEUC 2015 (Michigan Uniform Energy Code 2015) – Chapter 5 &  
Michigan Uniform Energy Code, Part 10a. Rules (ANSI/ASHRAE 90.1-2013)  
Residential: Michigan Uniform Energy Code (MUEC-2015)

Code Books can be purchased by going to the Michigan Department of Labor & Economic Growth, Bureau of Construction Codes & Fire Safety, Lansing MI 48909, or their website at: [www.michigan.gov/bcc](http://www.michigan.gov/bcc) - Codes and Standards

## **FROM APPLICATION TO COMPLETION**

### Non-residential/Multi-family A General Guide Through The Building Process

#### **1. Information required for permit application**

- A. Building Permit Application [online application for permit](#)**
  - Applicant signature required
- B. Application Fee**
  - See “Building Permit Fees” [page 12](#)
- C. Site Plans – PDF**
- D. Construction Plans – PDF**
  - Architectural and Structural
  - Electrical, Plumbing and Mechanical
- E. A letter from the owner or tenant describing the business and its operation**
- F. Statement of Special Inspection \***
  - Prepared by the Architect or Engineer in charge of the project.
- G. Soils Report – PDF \***
- H. Energy Calculations – PDF \***
- I. Truss Drawings – PDF\***
- J. Specifications Manual – PDF (if applicable)**
- K. Non-residential request for water and sewer charges (if applicable)**
  - Required for new buildings and additions with separate water tap.
  - Or change in Use with increased demand from previous building use

\*See “Plan Review Checklist” [pages 15-18](#)

Note: All information noted above shall be submitted with the Building Permit Application. All forms shall be filled out completely.

#### **2. Plans Reviewed and Approved**

- Building construction plans will be reviewed for compliance to the Michigan Building Code. See “Codes Currently In Effect” [page 5](#).
- Please allow time for the plan review process, which varies depending on Building Department’s workload.
- Plans are reviewed in the order they are received based on the application date.
- Revised plans are reviewed in the order they are received.
- Projects that have Site Plan Approval and a Land Improvement Permit have priority over those that do not.
- Plans that contain all the necessary information and details will help expedite the review process.
- The permit applicant will be notified by mail or telephone if the information provided does not meet the Building Code requirements or if any additional information is necessary.

### **3. Permit Ready**

The following items shall be completed before the Building Permit can be issued without conditions.

- Site plan approval received.
- Fire hydrants shall be installed and operational.
- Emergency roadway access installed.
- Building, electrical, plumbing and mechanical plans approved.
- Outstanding permits (if applicable) completed.
- Water and sanitary sewer fees paid (if applicable).
- Fire Suppression and Fire Alarm plans approved (if applicable). See “Fire Protection Plan Review” [pages 19-20](#).
- The permit applicant will be called when the Building Permit is ready to be issued.
- Building Permit fees are due at the time of issuance.
- Permit fees can be paid [online](#) by credit card, or debit card, or via cash or check in person or US mail.
- Building Permit applications with no activity within 6 months may be canceled.
- Building & Trade Permits over 6 months old with no activity will be canceled.

### **4. Electrical, Plumbing, and Mechanical Permits are required and can be obtained after the Building Permit has been issued.**

- All items to be installed shall be listed on the appropriate Permits.
- Items not listed on the Permits shall be added to the Permits prior to requesting Final Inspection.

**When all the required Permits are obtained, construction may begin. Revisions to the building after issuance of the Building Permit will require resubmittal and approval.**

The following items shall be installed and maintained throughout the construction process:

- The street address posted
- Temporary soil erosion control installed and maintained
- The street shall be kept clean
- All construction debris shall be contained on property

## **5. Inspections**

- Required at various stages throughout the project.
- See “Inspection Requests” [page 18](#).
- Approved plans shall be on site at all inspections.
- All work shall be installed in accordance with the approved plans and Code requirements.

### **A. Footing/Foundation Inspection**

- During excavation prior to placing concrete.
- Third party inspections and soil testing required.
  - Inspection reports shall be submitted to the Building Department.

### **B. Reinforcement Inspection**

- Prior to placing concrete (if required).
- Third party inspections may be required.
  - Inspection reports shall be submitted to the Building Department.

### **C. Underground Plumbing Inspection**

- Interior sanitary sewer, storm sewer and water distribution.
- An additional fee shall be paid for each inspection required.

### **D. Underground Electrical Inspection**

- Interior service, feeder system and floor duct.
- Exterior service and site lighting.
- An additional fee shall be paid for each inspection required.

### **E. Slab Inspection**

- After the installation and approval of all underground work.
- After sub base, perimeter insulation, vapor barrier and reinforcement are installed.
- Third party testing may be required for sub base, fill and concrete.
  - Inspection reports shall be submitted to the Building Department.

### **F. Exterior Wall and Roof Framing Inspection**

- Third party inspections and testing required for the following:
  - Steel fabrication and erection
  - Concrete
  - Masonry
  - EFIS systems
  - Inspection reports shall be submitted to the Building Department.
  - All construction shall be in accordance with the approved plans and Code requirements.

### **G. Rough Plumbing Inspection**

- Work above floor level typically installed within the walls.
- All required penetrations fire-stopped with the proper materials.
  - An approved through-penetration fire-stop system shall be installed at all penetrations of fire resistance rated assemblies in accordance with the Michigan Building Code.



**H. Rough Electrical Inspection**

- Work above floor level typically installed within the walls.
- All required penetrations fire-stopped with the proper materials.
- An approved through-penetration fire-stop system shall be installed at all penetrations of fire resistance rated assemblies in accordance with the Michigan Building Code.
- All wiring in medical areas shall be in accordance with the Michigan Electrical Code.

**I. Rough Wall Framing Inspection**

- After rough electrical and plumbing are approved.
- Framing and fire-stopping checked for compliance with approved plans and code requirements.
- Additional inspections may be required for fire resistance rated assemblies.

**J. Insulation Inspection**

- When all insulation is installed to complete the thermal envelope.
- Ceiling insulation in truss structures will be inspected at final inspection

**K. Rough Electrical Ceiling Inspection**

- Electrical work installed in or above the ceiling.

**L. Rough Mechanical Inspection**

- Concealed gas piping
- Pressure test required
- Duct work for heating, cooling and ventilation.
- All required penetrations fire-stopped with the proper materials.
- An approved through-penetration fire-stop system shall be installed at all penetrations of fire resistance rated assemblies in accordance with the Michigan Building Code.
- Fire dampers required where air distribution systems penetrate fire resistance rated assemblies.

**M. Rough Fire Suppression Inspection**

- All piping and sprinklers shall be installed and located in accordance with the approved Fire Suppression plans or approved As-Builts shall be on site.
- Hydrostatic test required.
- Fire Suppression contractor shall be on site for this inspection.

**N. Rough Fire Alarm Inspection**

- After all concealed wiring is installed for Alarm System.
- Fire Alarm Contractor shall be on site for this inspection.

**O. Open Ceiling Inspection**

- After all rough and ceiling inspections have been approved.
- Check ceiling framing and/or suspended ceiling installation prior to covering ceiling or installing ceiling tile.

**P. Final Plumbing Inspection**

- After all fixtures, equipment and water meter are installed.
- All items installed shall be listed on the Permit. If additional items are installed, they shall be added to the Permit and any additional permit fees paid before Final approval.

**Q. Final Mechanical Inspection**

- After all work is completed and equipment is operational.
- All items installed shall be listed on the permit. If additional items are installed, they shall be added to the Permit and any additional Permit fees paid before final approval.

**R. Final Electrical Inspection**

- After all electrical equipment, switches, plugs, covers and fixtures are installed and operational.
- All items installed shall be listed on the Permit. If additional items are installed, they shall be added to the Permit and any additional Permit fees paid before final approval.

**S. Final Fire Suppression Inspection (if applicable)**

- Check location and type of sprinklers.
- Test supervision system.
- Flow test
- The Fire Suppression Contractor shall be on site at the time of inspection.
- Fire Department connection will be verified for correct type and location.
- Placard and spare heads.

**T. Final Fire Alarm Inspection (if applicable)**

- Test operation of system.
- Check location of Alarm devices.
- Fire Alarm Contractor shall be on site at the time of inspection.

**U. Grade Review Inspection**

- Check compliance with site construction plans.
- Common items checked include:
  - Grading and restoration
  - Water service
  - Detention/Retention
  - Sanitary and storm sewer
  - Property corners
  - Road right-of-way and pathways
  - Parking lot drainage
  - Miscellaneous Administrative items
- A Temporary Grade Approval may be issued when no health, safety and welfare issues do not exist. A Bond will be held to assure completion of all outstanding items.
- A Final Grade Approval is issued when all items are completed and inspected by Engineering.

**V. Landscape Performance Inspection**

- Requested by calling the Planning Department at (269) 329-4466.
- All landscaping shall be checked for compliance to the approved site plan.
- Landscape performance surety will be released after approval of inspection.
- Landscape maintenance surety will be held until landscape maintenance inspection is approved.

## V. Final Site Inspection

- Requested by calling the Building Department's inspection line at (269) 329-4466, see "Inspection Requests" [page 17](#).
- Check compliance with the approved Site Plan.
- Parking lot striping, layout and maneuvering lanes.
- Roof top screening.
- Regulatory signs, e.g. Fire Lane, accessibility.
- All other items noted on the Site Plan.

## W. Final Building Inspection

- After all other Final Inspections are approved.
- Requested after all work has been completed.
- Check complete building interior and exterior with compliance to the approved plans and Code requirements.

## 6. Certificate of Occupancy

- Requested by calling the Building Department at (269) 329-4466.
- Required before the building can be used or occupied.
- All inspections shall be completed and approved/accepted before a Certificate of Occupancy is considered.
- Please allow time for processing. The Building Department by State Law has five (5) business days to process the Certificate of Occupancy.
- Temporary Certificates of Occupancy will be considered on a case-by-case basis.

This itemized list is provided as a general guide to help you understand the process for building Commercial and Multi-Family projects in the City of Portage. It covers the most common requirements. Depending on the type and complexity of your project, additional information, inspections or Permits may be required. Please call the Building Department at (269) 329-4466 if you have any questions.

### **BUILDING PERMIT FEE– COMMERCIAL**

Project valuations are determined by utilizing the square footage cost calculations from the Building Valuation Data table published by the International Code Conference. A deduction of 20% shall be granted to shell only commercial building construction.

Valuation  
Up to \$2,000

Fee  
Minimum fee of \$65.00  
or \$26.82 for the first \$500  
plus \$3.49 for each  
additional \$100 or fraction  
thereof, to and including  
\$2,000.

Valuation  
\$2,001 to  
\$25,000

Fee  
\$79.17 for the first \$2,000 plus  
\$16.02 for each  
additional \$1,000 or  
fraction thereof, to and  
including \$25,000.

\$25,001 to \$50,000	\$447.63 for the first \$25,000 plus \$11.55 for each additional \$1,000 or fraction thereof, to and including \$50,000.
\$50,001 to \$100,000	\$736.38 for the first \$50,000 plus \$8.01 for each additional \$1,000 or fraction thereof, to and including \$100,000.
\$100,001 to \$500,000	\$1,136.88 for the first \$100,000 plus \$6.41 for each additional \$1,000 or fraction thereof, to and including \$500,000.
\$500,001 to \$1,000,000	\$3,700.88 for the first \$500,000 plus \$5.44 for each additional \$1,000 or fraction thereof, to and including \$1,000,000.
\$1,000,001 and up	\$6,420.88 for the first \$1,000,000 plus \$4.18 for each additional \$1,000 or fraction thereof.

#### **Other Construction Related Permit Fees**

Inspections outside of normal business hours thereof	\$75.00/hr. or fraction
Reinspection fee thereof (assessed when inspection requested and work is not completed)	\$71.00/hr. or fraction
Inspections for which no fee is specifically indicated thereof	\$71.00/hr. or fraction
For use of outside consultants for plan checking, inspections, etc.	Actual cost
Application to Construction Board of Appeals	\$105.00
Commercial Certificate of Occupancy Fee (for changes in occupancy classification or tenant change per Building Code when no plan review is required)	\$155.00

Building Plan Review Fee  
(for commercial projects with  
is greater valuation over \$10,000.00)

\$.02 per square foot or  
\$210.00 whichever

Investigation fee

Whenever work for which a permit is required by this code has been commenced without first obtaining said permit, a special investigation shall be made before a permit may be issued for such work. The investigation fee shall be in addition to the permit fee and shall be based upon the staff investigation time required to ensure code compliance, charged at the hourly inspection rate. The payment of such investigation fee shall not exempt any person from compliance with all other provisions of this code nor from any penalty prescribed by law.

**PLAN REVIEW CHECKLIST**  
Non-Residential and Multi-Family

This list is provided as a guide to help you understand the information that shall be contained in the construction drawings. It should be given to the State Licensed Architect or Engineer preparing your plans. A complete set of construction plans containing all the necessary information will help expedite the review process. A checklist can be found at the following link: \_\_\_\_\_

References are to the Michigan Building Code.

**Construction Plans**

Submit PDF set of site, architectural, structural, electrical, plumbing and mechanical drawings that contain the following information:

- A. Drawings shall be scalable.
- B. All drawings shall contain the original signature, seal and date of the State Licensed Architect or Engineer responsible for the design.
- C. Plans shall be designed in accordance with the “Codes Currently In Effect” [page 6](#).

**Building Plans**

- A. Use Group with mixed use option (if applicable).
- B. Type of construction.
- C. Indicate the occupant load and method used to determine exit requirements. Provide an affidavit from the owner/tenant indicating the actual occupant load used to determine the required number of plumbing fixtures per the State of Michigan Plumbing Code.
- D. Key Plan identifying the location of the proposed work.
- E. Total area of building or tenant space – include open perimeter, height and area calculations.
- F. Indicate if a full or limited area Fire Suppression System will be installed. See “Fire Protection Plan Review” [pages 19-20](#).
- G. All rated assemblies shall have an U.L. Design number or other approved rating.

- H. Provide sections with construction details showing all proposed walls, floors and roofs.
- I. Location and hourly rating of all fire doors, fire dampers and fire windows, and size of wired glass panels.
- J. Details of all penetration protection required at fire resistance rated assemblies with U.L. Design number or other approved rating.
- K. Room finish schedule with flame spread and smoke development documentation for all materials.
- L. Full dimension all rooms and spaces including stairs, aisles, passageways, corridors and areas around counters and fixtures.
- M. Door hardware, door and window schedule, as applicable.
- N. Provide dimensions to show the required maneuvering clearance at all doors.
- O. Fixture/furniture layout with dimensions.
- P. Indicate the use of all rooms and spaces.
- Q. A stairway section with all guard and handrail details.
- R. Location of all exit signs and means of egress lighting.
- S. Accessibility details noted below.
  - The Site Plan shall contain details of the accessible route from the accessible parking to the accessible entrances. Dimensions, slopes and routes shall be indicated to show compliance.
  - Provide dimensions and details for all interior accessible routes.
  - Provide dimensions and details for all Use Group requirements, features and facilities required to be accessible.
- T. All design loads and other information pertinent to the structural design required by the MBC shall be indicated on plans, e.g. live and dead loads for floors, roof, snow, wind, earthquake, concentrated, impact, combination of loads and special loads.
- U. The design/construction standards to be used for concrete, masonry, steel and wood.
- V. Type and thickness of all glazing materials and safety glazing where required.
- W. Provide the flame spread and smoke development documentation for all foam plastics and details of the foam plastic insulation thermal barrier required.
- X. Provide a list of contents, a layout, and/or racking of all materials or equipment or storage used in spaces/areas.

### **Electrical Plans**

- A. Electrical layout.
- B. Service information and location.
- C. Short circuit calculations for circuit breaker installations.
- D. Riser diagram.
- E. Load study.

### **Plumbing Plans**

- A. Plumbing layout.
- B. Underground plumbing and riser diagram.
- C. Water distribution diagram with all backflow prevention devices indicated.
- D. Plumbing fixture layout.

### **Mechanical Plans**

- A. Duct layout.
- B. Ventilation air required to comply with the Michigan Mechanical Code (MMC).
- C. Equipment sizing.
- D. Duct detector information.
- E. Gas meter location and pipe layout.

**Letter** from the owner or tenant describing the business and its operation.

**Hazardous Materials** – If hazardous materials (chemicals) are used for manufacturing, processing, dispensing or storage; please provide a letter from the owner/tenant describing the type, use, quantity and location of all materials. Material Safety Data Sheets for all chemicals shall be submitted. The construction drawings shall address the requirements of the MBC.

- High hazard use and hazardous materials will also be reviewed by the Fire Department.

**Special Inspections** – The City of Portage Statement of Special Inspection Form shall be completed and submitted to the Building Department for review and approval by the Licensed Architect or Engineer in charge of the project. This statement shall include a complete list of materials and work requiring special inspections to be performed and a list of individuals, approved agencies and firms that will be conducting such inspections. Documentation verifying qualifications of special inspectors, lab staff and testing equipment shall also be attached.



**Soils Report** (PDF) – Prepared by a State Licensed Architect or Engineer. The reports shall have the Engineer's original signature, seal and date.

**Energy Calculations** (PDF) – To show compliance with the Michigan Uniform Energy Code

**Truss Drawings** (PDF, when available) – Signed, sealed and dated by a State Licensed Architect or Engineer.

**Specifications Manual** (if one is available)

This list covers the most common requirements. Some items may not apply or additional information may be required depending on the type and complexity of your project. Please call the Building Department at (269) 329-4466 if you have any questions.

## **FIRE PROTECTION PLAN REVIEW**

### Fire Suppression and Fire Alarm

A **Fire Suppression Permit** is required when a new system is installed or alterations are proposed to an existing system.

Plans and calculations shall be submitted containing all the information and details required by NFPA 13. The following information shall also be provided:

- A City approved site plan with the FDC indicated for wet system (new building only).
- A reflected ceiling plan.
- A floor plan of the entire area (with a key plan).
- Fire suppression drawings – wet or dry system.
- Water flow data within the last year.
- Indicate the most remote area.

A State licensed and City registered Fire Suppression Contractor shall submit an application with PDF sets of plans and calculations to the City for review. (See requirements above).

#### **Plan Review Process:**

- Plans are reviewed for compliance to the appropriate NFPA 13 and MBC requirements based on the type of project.
- Plans are reviewed in the order they are received, based on the application date.
- Plan review time varies depending on the Building Department's work load.
- Plans that contain all the necessary information and details will help expedite the review process. Contact the Fire Marshal if you have any questions at (269) 548-4058.
- The applicant will be notified by mail or by telephone if the information provided does not meet the Code requirements or if any additional information is necessary.
- The Permit applicant is called when the Fire Suppression Permit is ready to be issued.
- A Fire Protection Fee Schedule is available at the Building Department.
- Fire suppression systems outside of NFPA 13 shall be submitted using applicable Codes.

A **Fire Alarm Permit** is required when a new system is installed or alterations are proposed to an existing system.

**Plan Review Process:**

- A Licensed Electrician or Fire Alarm Technician shall submit an application to the City with three sets of plans, details and information. Plans shall include a complete electrical schematic with the location and type of all alarm notification appliances, i.e., smoke detectors, sprinkler water-flow devices, manual fire alarm boxes and other approved devices. Please include manufacturer's information, testing and approvals for all appliances.
- Plans are reviewed for compliance with the MBC and NFPA 72.
- Plans are reviewed in the order they are received, based on the application date.
- Plan review time varies depending on the Building Department's workload.
- Plans that contain all the necessary information and details will help expedite the review process. Contact the Fire Marshal if you have any questions at (269) 548-0458.
- The applicant will be notified by mail or by telephone if the information provided does not meet the Code requirements or if any additional information is necessary.
- The Permit applicant is called when the Fire Alarm Permit is ready to be issued.
- A Fire Alarm Fee Schedule is available at the Building Department.

This information is provided as a guide to help you understand the process of obtaining Fire Suppression and Fire Alarm Permits. If your project is beyond the scope of this Guidebook, additional information may be required.

## **INSPECTION REQUESTS**

**The Building Department offers three convenient methods to request inspections:**

- **24-hour Online Inspection Requests** – An Inspection may be requested On Line via our website at [Schedule an Inspection | City of Portage | BS&A Online \(bsaonline.com\)](#) you will need your permit number to schedule your inspection.
- **Inspection Requests By Phone** - call (269)-329-4466 to schedule an inspection providing the following information:
  - **The Street Address of the job site.**
  - **The Permit Number.**
  - **The type of Inspection you are requesting.**
- **Inspection Requests in Person** – Visit the Building Department at 7900 S Westnedge Avenue, Portage MI.

Inspections shall be scheduled with 24 hours of advanced notice. Inspections will be done Monday through Friday 8:30am through 4:30pm. Inspections may be available outside the normal business hours by special arrangement. Additional fees for “After Hours” inspections shall be paid in advance of the inspection.

**Make sure your project is ready for the inspection. Inspection will not be done and a \$63.00 re-inspection fee may be charged if the following items are not completed or in place:**

- Provide safe access to the job site and throughout the area to be inspected.
- Approved plans shall be on site.
- The job shall be ready for inspection. Refer to “From Application to Completion” pages 7-12.
- Street address posted and visible from the street.
- Temporary soil erosion control properly installed and street clean.
- All building construction materials and debris shall be contained on your property.

**Inspection results will be left on site after each inspection has been completed.**

**Green Tag**                      Inspection approved

**Inspector’s Report**      Inspection not approved. The Inspector’s Report will contain a list of items that need to be addressed before calling for re-inspection. A \$63.00 re-inspection fee will be due for items not corrected at the time of the second inspection. Inspections shall be approved before proceeding with the next phase of construction.

It is your responsibility as the Permit holder to check the job site placard or your BS&A account for the inspection results. Please read the information on all Green Tags or Inspector’s Reports. If you have any questions regarding this information, call (269) 329-4466 between 8:00 a.m. and 5:00 p.m. to speak with the Inspector that wrote the Inspection Report.