

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.



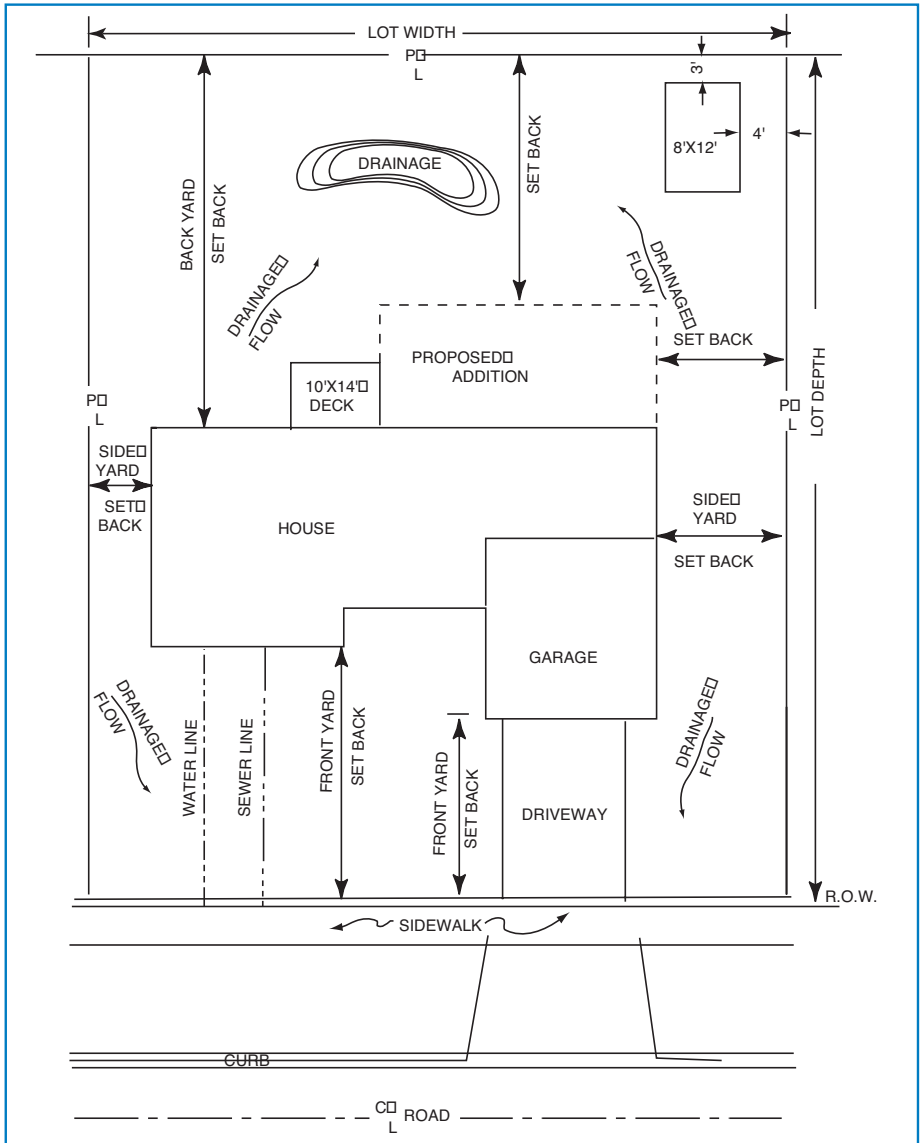
Department of Community Development

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Portage, Michigan 49002

www.portagemi.gov

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_i) 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