

Town of Porter

Building Department (219) 395-9921

- Legal Description w/survey (including all existing structures)
- Sanitary Permit
- Septic Permit Release (obtain from Porter County Health Department, if applicable)
- BZA, Plan Commission and/or Town Council approval (if applicable)
- SITE PLAN (to scale) with information included at a minimum as follows:
 - ✓ North arrow, scale and benchmark(s)
 - ✓ Property lines and right-of-ways
 - ✓ Location of proposed improvements
 - ✓ Distance between structures
 - ✓ All setbacks, front, side and rear yards
 - ✓ Existing and proposed easements, purpose and widths
 - ✓ Drainage plans (indicate direction of flow)
 - ✓ Existing sanitary and storm sewers
 - ✓ Water (Indiana American Water), well (indicate depths, sizes and connections)
 - ✓ Finished floor elevations
 - ✓ Finished grade elevations
 - ✓ Erosion control plan
 - ✓ Flood plain site plan stamped by State of Indiana Licensed Engineer (if applicable)
 - ✓ Name, address and contact number of person preparing site plan
- Complete set of BUILDING PLANS (to scale) with information included at a minimum as follows:
 - ✓ Roof plan
 - Specify roof slopes
 - Specify materials
 - ✓ Framing plans
 - Specify size, spacing and position of all structural framing members
 - Indicate load bearing locations
 - Indicate the use of pre-engineered floor joist
 - Specify size and location of girders & beams
 - Specify joist and truss hangers
 - Indicate any cantilevered areas
 - ✓ Foundation plan
 - 920 square foot limitation for monolithic slab
 - Slab location, thickness, vapor barrier, soil treatment, base preparation and materials, wire, re-bar, fiber mesh, concrete specifications, sealing and curing methods
 - Changes in slab elevations
 - Footing type, location, dimensions, reinforcement
 - Under slab plumbing, HVAC, electrical

- ✓ Floor plan(s) for each level:
 - Room names
 - Location of all walls, doors, windows, stairs, fireplaces, etc.
 - Exterior wall and interior partition dimensions
 - Schedule of door and window sizes
 - Handrail and guardrail locations (all must be turned back into wall)
 - Tempered glass locations (if applicable)
 - Attic access location (22" x 30" min)
- ✓ Exterior elevations
 - Specify materials and show dimensions
- ✓ Wall section(s)
 - Detailed cross section of ALL structural components and materials (specify sizes, connections, fasteners and bracing)
 - Type and R-values of all insulation components
- ✓ Detail plan(s) as needed
- ✓ Electrical plan
 - Switch and fixture locations
 - Smoke detector locations
- ✓ HVAC plan
 - Equipment locations and specifications
 - Duct runs with sizes (one-line diagram)
- ✓ Plumbing plan
 - Fixture locations
 - Piping locations with materials and sizes (one-line diagram)

- Complete list of ALL contractors and sub-contractors

- Commercial structures require a Design Release obtained from the State of Indiana Department of Homeland Security

- Building Department inspections required:
 - ✓ Pre-Footing or Post-Footing inspections (36" Frost Depth)
 - ✓ Pre-Backfill (waterproofing, tile work, insulation installed)
 - ✓ Electrical Service install from NIPSCO
 - ✓ Underground Plumbing and Electric
 - ✓ Pre-Sewer Backfill (completed by Public Works Department)
 - ✓ 4 -Way Rough-In (framing, plumbing, electrical, HVAC)
 - ✓ Final Occupancy

- Erosion control MUST be maintained at ALL times

- General Requirements:
 - ✓ ALL contractors AND sub-contractors MUST be licensed with the Town of Porter
 - ✓ Plumbers must have an Indiana State Plumbers License on file
 - ✓ One set of plans, blue prints or working drawings (include square footage)
 - ✓ Design releases for commercial applications
 - ✓ Indicate the use of all rooms (kitchen, bedroom, garage, etc)
 - ✓ Smoke Detectors installed & inter-connected
 - ✓ General Administrative Rules (675-IAC-12 GAR)

- ✓ 2003 IRC w/ amendments (International Residential Code)
 - ✓ 2006 IBC w/ amendments (International Building Code)
 - ✓ 2006 IFC w/ amendments (International Fire Code)
 - ✓ 1997 UPC w/ amendments (Uniform Plumbing Code)
 - ✓ 2005 NEC (National Electric Code)
 - ✓ 2006 IPMC (International Property Maintenance Code)
 - ✓ Town of Porter Code reference
- Code reference books can be obtained through local book stores or the following resources:
- ✓ International Code Council (www.iccsafe.org) (1-888-422-7233)
 - ✓ DeWalt Code Reference books (www.DeWalt.com/guides)
 - ✓ Code Check Guides (www.taunton.com)
- Final Certificate of Occupancy Requirements:
- ✓ Erosion control measures maintained
 - ✓ Curb, gutter and street cleaned, storm drains open
 - ✓ Driveway with proper culvert
 - ✓ Sidewalks (if applicable)
 - ✓ Dumpster removed
 - ✓ Grading of lot
 - ✓ Lawn must be seeded, strawed or sodded (April 1st-Nov 1st)
 - ✓ House MUST BE addressed with 3 inch numbers
 - ✓ Exterior siding, soffits and gutters completed
 - ✓ Attic access with switched light (opening 22" x 30" not above shelving)
 - ✓ All stairs must have handrails above 34" minimum height off treads measured at tip
 - ✓ Handrails turned back into walls
 - ✓ Smoke detectors installed on dedicated circuit
 - ✓ Light fixtures at ALL exterior doors
 - ✓ Kitchen/Island peninsula GFCI
 - ✓ Electrical panel labeled
 - ✓ Water service grounded
 - ✓ Minimum one kitchen sink and complete bathroom
 - ✓ Tempered glass inside tubs and showers
 - ✓ Backflow valves on ejector pits
 - ✓ Backflow preventers (vacuum breakers) on sill cocks
 - ✓ Shut off valves on all gas flex whips
 - ✓ All flex duct properly supported without kinks
 - ✓ Exterior shut-offs at all electrical appliances