

# 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](http://www.iccsafe.org)) (1-888-422-7233)
- ✓ DeWalt Code Reference books ([www.DeWalt.com/guides](http://www.DeWalt.com/guides))
- ✓ Code Check Guides ([www.taunton.com](http://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 1<sup>st</sup>-Nov 1<sup>st</sup>)
- ✓ 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