

**CITY OF PORTAGE
ZONING AND OCCUPANCY PERMIT APPLICATION**

Fee: New use: \$ 150.00

Existing use prior to Jan. 1, 2008: No Fee

New construction (single and two family): No Fee

This form will be completed as per City of Portage Ordinance Section 30-82 and 90-34. Site and Building plans, when applicable, must be submitted with application.

Name of Applicant: _____

Address of Applicant: _____

Business Name: _____ Phone Number: _____

Owner's Name (if not the same): _____

Phone Number: _____

Emergency Contact: Name: _____ Number: _____

Name: _____ Number: _____

Address/Location of Property: _____

Current Use: _____

Check all that apply:

New Construction

Addition/Structural Alteration

New Occupancy

Change of Use

Moving Building

Other

Proposed Use of Building: _____

If the current or proposed use is business/commercial/industrial or three or more residential units, please complete the following:

Days and hours of operation: _____

Total number of employees: _____

Number of residential units: _____

Fire alarm system: Yes No

Pull Stations: Yes No

Designate location of alarm panel on attached plans.

(continued on back)

Smoke/heat detection system: _____ Yes _____ No
Whole coverage: _____ Partial coverage: _____
Heat in mechanical rooms: _____ Yes _____ No
Battery back-up: _____ Yes _____ No

Sprinkler system: _____ Yes _____ No
Wet system: _____ Dry system: _____
Fire department connections: _____ Yes _____ No
If yes, location, type and size: _____

Detailed site plan and building plans including fire detection and suppression information, along with dimension of all buildings and other pertinent data is to be submitted with all applications. **A Knox Box key box is required to be installed on the building where applicable. A Knox Box application can be obtained at the Portage Fire Department.**

Prior to occupancy, a formal inspection must be conducted by the Fire Inspector and/or Building Inspector. Compliance is required prior to receiving an occupancy permit.

Please return to City Hall at 115 West Pleasant Street. Any questions, please call 742-2176.

Applicant Name

Applicant Signature

Date

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City of Portage Use:

Current Zoning: _____ Conforming: _____ Yes _____ No

Comments: _____

Permit Approval:

Zoning Administration

Fire Inspector

Date

Date