

**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

.....  
**City of Portage Use:**

Current Zoning: \_\_\_\_\_ Conforming: \_\_\_\_\_ Yes \_\_\_\_\_ No

Comments: \_\_\_\_\_

\_\_\_\_\_  
**Permit Approval:**

\_\_\_\_\_  
Zoning Administration

\_\_\_\_\_  
Fire Inspector

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date