



CITY OF PORTAGE

BUILDING DEPARTMENT

CITY HALL

6070 CENTRAL AVENUE

PORTAGE, INDIANA 46368

TELEPHONE 762-4204 / FAX 764-5749

DRIVEWAYS OR PARKING LOTS APPLICATION

(Please Print)

Date: _____

Owner's Name: _____

Address: _____ Phone: _____

Licensed Contractor Performing Work: _____

Address: _____ Phone: _____

Type of work to be performed: _____

Size of Driveway/Parking Lot: _____

Estimated Cost \$ _____

If you are extending a driveway or replacing an existing driveway:

- attach a plat of survey or a scaled, dimensioned drawing of the lot on graph paper showing the existing driveway and what is being proposed or what is being replaced.

If you are going to be working in the right of way:

- apply for a Right of Way Construction Permit
- attach a scaled, dimensioned drawing with the application
- Engineering will review the proposal and inform the Building Department of its approval, provided the proposal meets the requirements of the ordinance
- permits can be prepared.

----Do Not Write Below This Line Office Use Only----

	Applicant	Office Staff
1. Completed Application	_____	_____
2. Plat of Survey	_____	_____
3. Is the property in a floodplain?	_____	_____
4. ROW Permit	_____	_____

5. Received by: X _____ Date: _____