

## **Porter Township Zoning Permit Information / Instructions**

A Zoning Permit is required prior to the construction or placement or alteration of any structure (in addition to a building permit). **NO JOB SHALL BE STARTED WITHOUT A PROPER PERMIT.**

Complete the application in full **including the tax map #** as found on your most recent property tax bill. Be sure to sign the application. Incomplete applications will be returned to the applicant.

### ***ZONING PERMIT APPLICATION CHECKLIST:***

- ZONING PERMIT APPLICATION completely filled out including signatures of owner and applicant (if other than owner).
- SITE (PLOT PLAN) drawn to scale showing the property boundaries, **ALL** existing structures, proposed location of new construction or alteration, location of well and septic. **\*\*Note-a survey may be required.**

The plot plan must show **setbacks or distances from the proposed construction to the property line.** (Closest point of structure perpendicular to the property line).

- COPY OF SEPTIC PERMIT if new construction or addition to any bedrooms.
- BUILDING PLANS: 1 copy drawn to scale to include a floor plan profile with all rooms identified.
- Appropriate Zoning Permit Fee payable to Porter Township.

Submit the entire package by mail to Porter Township or in person to the Township Secretary.

### **ALLOW 7-14 BUSINESS DAYS FOR PROCESSING.**

### ***ZONING INSPECTIONS:***

- INITIAL INSPECTION-visual verification of submitted plot plan
- FINAL INSPECTION-Zoning Officer verification that project was built and located as submitted.

### ***CERTIFICATE OF OCCUPANCY:***

- No Certificate of Occupancy will be issued until the Zoning Officer performs a satisfactory final inspection at the job site.
- ALL STRUCTURES require a CERTIFICATE OF OCCUPANCY.

**Zoning Officer: Rolin Edwards**

**Phone 570-470-0146 – Fax 570-226-2373**