

LAPORTE COUNTY
BUILDING INSPECTION DEPARTMENT

Michael Polan
Building Commissioner

Janet Cole
Administrative Specialist

Ashley Kazmucha
Administrative Coordinator

Kelly Richie
Financial Administrator

Government Complex
809 State Street, Suite 503 A
LaPorte, Indiana 46350-3391
(219) 326-6808 Ext. 2221, 2591 & 2563 -- Fax: (219) 362-5561

Dave Schuman
Building Inspector

Scott Schroeder
Building Inspector

John T. Niegos
Electrical Inspector

Rick Jackson
HVAC Inspector

**MINIMUM REQUIREMENTS TO OBTAIN A CERTIFICATE OF OCCUPANCY
FOR ONE AND TWO FAMILY RESIDENCES**

The following are some of the items needed to obtain a Certificate of Occupancy. All requirements of the Indiana State Building Code are not listed. Contact the Plan Commission office or Building Commissioner if you have any questions.

MINIMUM SITE PREPARATION:

1. Driveway
2. **Septic system or sanitary sewer installed. (Written verification of approval required at time of Certificate of Occupancy.)**
3. Rough grading according to site plan drawing.
4. Operational well or letter from utility company that water hook-up has been completed and approved.
5. Removal of all constructed related debris.

BUILDING MUST BE COMPLETED AND READY FOR OCCUPANCY:

1. **Septic in and approved. (Written verification for sanitary approval.)**
2. Gas and electric service. (No temporary service.)
3. Exterior of building must be completed.
4. GFI circuits where required: Kitchen, bathrooms, basement, garage, outside.
5. Electric smoke detectors on all levels in series in all bedrooms and hallways.
6. Electrical panel board: All circuits labeled, cover to be off panel board in order to check wire and breaker size.
7. Wall outlets covered and all fixtures installed.
8. Shut off valves on all gas lines. A maximum of three (3) feet from appliance, including gas fired fireplace.
9. Garage area separation wall and correct door when required. (1/2 inch drywall on both sides.) This pertains to attached garages or a garage less than 6 feet from residence.
10. Handrails and guard rails on all decks, porches, balconies, stairways and landings where applicable. (Inside and out).
11. Access. Attic: 22" x 30" Crawlspace: 24" x 18"

