



City of Portage Building Timelines

45 DAYS

Board of Zoning Appeals

It takes approximately 45 days out to receive a decision from the Board of Zoning Appeals. The timeline to approval may be longer depending on date of application submission and completeness of submission. Applications must be complete to move forward with the process. Meetings are held the 4th Monday of each month at 6:30 p.m.

45 DAYS

Planning Commission

Approximately 45 days out from decision of the Planning Commission. Timeline to approval may be longer depending on date of application submission and completeness of submission. Meetings are held the 1st Monday of each month at 6:30 p.m.

30-62 DAYS

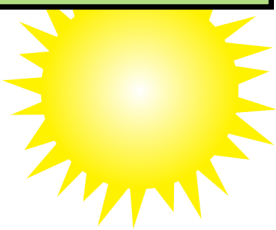
City Council

For requests such as for change of zoning, can take approximately 31-62 days (1-2 months). Change of Zoning require two readings of the proposed zoning change. City Council meetings are held the 1st Tuesday of the month at 6:30 p.m.

10-35 DAYS

Building Permits (Complex)

For more complex building permits, additional review may be required. Examples of more complex permits include new builds for residential and commercial structures. Permits such as these can take 10-35 days to review. This process can be extended if issues arise with engineering, environmental, architectural, sanitary, fire protection, easement agreements, etc.



10-31 DAYS

Stormwater Board

Occasionally, variances are necessary for deviations from the Stormwater Board for requirements such as plantings in stormwater easements. The timeline to get on the Board's agenda can vary between 10-31 days depending on when the request was submitted to be placed on the meeting docket. The Stormwater Board meetings are held the 1st Thursday of the month at 4 p.m.

10-14 DAYS

Board Public Works and Safety

Bonds, streetlight agreements, street signage, waivers for curb or sidewalks, and dedication for right-of-way go before the Board of Public Works and Safety. Meetings are held the 2nd and 4th Tuesday of every month.

5-10 DAYS

Building Department (Simple)

Building permits are typically completed in 5-10 business days which can include permits for projects such as fences, patios, decks, etc.

Notes: All timelines are only approximate and may take more or less time depending on influx of applications. All meeting dates are recurring with the exception to holidays which may disrupt the typical meeting cycle. For permitting, if incomplete applications are submitted these timelines will not begin until all missing information is provided to staff so that they may perform their review.