LAPORTE COUNTY
BUILDING INSPECTION DEPARTMENT

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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"
12. Egress.	One egress door: 36" x 80"	
	One windows per sleeping room:	Basement: 5.7 sq. ft. opening Grade Floor: 5.0. sq. ft. opening 2nd floor: 5.7 sq. ft. opening

13. Water heater installed.
14. Safety glazing, glass in hazardous location.
15. At least one (1) completed bathroom. (All other to have approved caps over drain lines.)
16. One (1) completed ingress/egress to residence. Any incomplete shall be protected as to no cause injury to occupant or other person.
17. Landings by doors and stairways 36" x 36" minimum.
18. Stair handrails: 34" x 36" Guard rails: 36" minimum
19. Stairways: 80" high – 36" wide
20. Hallways: 36" minimum width
21. Closet light fixtures – safety features.
22. Placement of structure on lot.
23. Driveway culvert in place (where applicable).
24. Lot shall be graded to provide six (6) inches of fall within the first ten (10) feet from foundation walls (rough of finished grade).
25. House number on exterior and/or mailbox.

NO RESIDENCE OR ADDITION TO BE OCCUPIED UNTIL CERTIFICATE OF OCCUPANCY HAS BEEN ISSUED.

A MINIMUM OF 48 HOURS NOTICE SHALL BE GIVEN PRIOR TO THE TIME THAT THE CERTIFICATE OF OCCUPANCY IS NEEDED.

THESE REQUIREMENTS SHALL BE EFFECTIVE ON ALL NEW BUILDING PERMIT ISSUED AFTER MAY 25, 2001.

Annemarie Polan
LaPorte County Building Commissioner

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