

Town of Portland

Building Inspection Information

Mike Jacek

Building Inspector

Cell - 608-617-9326, Texting is acceptable

Email - mjacek@generalengineering.net

Inspections scheduled Monday thru Thursday, minimum 24-hour notice

When do I need a permit? New construction of, remodeling of and additions to dwellings, commercial buildings or accessory buildings (sheds, detached garages to include agriculture) require a permit. Electrical alterations and services, decks and pools also require a permit. This list is not representative of all situations. Please contact the building inspector to confirm permit requirements.

Permits not required. Signs, fences, same size window/doors replacements, re-roofs, siding, water heaters, furnaces, air conditioning units, seasonal pools. This list is not representative of all situations. Please contact your building inspector to confirm if you have a question.

NOTE: Town Ordinances still apply to projects that do not require a building permit. Please see online ordinances or review them at the Town Hall.

Where do I get a building permit application? You can print one from the town website or you can email the building inspector and he will send one to you. General Engineering also has an online portal to submit permit applications and pay for permits at <https://www.generalengineering.net/service/building-inspections/>.

Where do I send my building permit application? You can email your application and plans to the building inspector. U.S. Mail is also an option, contact the building inspector to get the address information for General Engineering's office. Fees are payable to the town, but must be sent to General Engineering's office in Portage.

Land Use Permits. Building permits are NOT the same as Land Use permits. In many situations you are required to have BOTH. Some of the projects that require a Land Use permit: New construction of a house, building or accessory structure. Addition to the footprint of any building to include decks, porches, patios, pergolas, fences etc. Contact the building inspector about obtaining a land use permit.

Driveway Permits. Please contact the Building Inspector.

