

## Requirements for Obtaining Building Permits

### ➤ **Residential Structures:**

(One- and Two-Family Residential with *less* than 3,500 square feet of calculated floor area.)

- Building Permit Application (BCC-324)
- Energy Compliance Statement
- Minimum of two (2) sets of plans that include the following:
  - Foundation and floor plans
  - Roof and wall section
  - Building elevations
  - Site plans

### ➤ **Commercial Structures:**

(One- and Two-Family Residential with *more* than 3,500 square feet of calculated floor area.)

- Building Permit Application (BCC-324)
- Minimum of two (2) sets of plans sealed by an architect and includes:
  - Electrical Approval
  - Mechanical Approval
  - Plumbing Approval

### ➤ **Mobile and Premanufactured Homes:**

- Minimum of two (2) sets of plans that include the following:
  - Foundation and floor plans
  - Method of anchoring the unit
  - Site plans
- Energy Compliance Statement
- For Michigan Approved premanufactured units include:
  - One (1) copy of the Building System Approval
  - Approved Plans

### ➤ **Instruction for Completing Application:**

- Page 1 of the Application – Complete all applicable sections.
  - Note Section 4, if the homeowner is doing the construction, enter “Homeowner” in the contractor information space.
- Page 2 of the Application – Must be completed by the Permit Applicant and signed.
- Page 3 of the Application – Please complete the site plan.
- Page 4 of the Application – Complete DA Form if Applicable. Complete the correct section of the Soil Erosion Form.

### ➤ **Documents Required for Obtaining Building Permits**

- Township Zoning Permit ( A copy of Zoning Permit or letter of Township Approval is required before a Building Permit can be issued.)
  - Contact your local township zoning official.
- Septic and Well Permit (When Applicable)
  - Contact the Mid-Michigan Health Department at (989) 875-3681 or visit their office located at 151 Commerce Dr., Ithaca, MI 48847. A copy of the well and septic permit is required. Existing well and septic systems may be used, however, a copy of the well or septic evaluation must be submitted if the system is older than 10 years and has not been in use.

\*\*\*It is the responsibility of applicant, contractor, or home owner to obtain all necessary permits. The permit holder is responsible for any and all inspections necessary. If you need assistance, please contact the Gratiot County Permits Office at (989) 875-5201.

➤ **Other Potentially Necessary Permits**

- Soil Erosion Permit
  - If your project disturbs soil over an area of one (1) or more acres.
  - If your project is within 500 feet of a lake, stream, river, or open county drain.
- Driveway Permit
  - Only when applicable
  - Contact Gratiot County Road Commission at (989) 875-3811 for information on these permits, curb cuts, or any activity affecting county roads.
- State Electrical, Plumbing, Mechanical Permits
  - The state issues the permits for Electrical, Plumbing, and Mechanical and you can mail a completed state application and a check/money order to the State Bureau of Construction Codes or apply online at [www.michigan.gov/bcc](http://www.michigan.gov/bcc).
  - The following is a list of State Inspectors and the Division Offices and their contact information.
    - State Electrical Inspector – Derek Ingle (989) 293- 1204
    - Electrical Division Office – (517) 241-9320
    - State Mechanical Inspector – Matt Gay (517) 243-4425
    - Mechanical Division Office – (517) 241-9325
    - State Plumbing Inspector – Ken Raupp (989) 387-7695
    - Plumbing Division Office – (517) 241-9330

➤ **When to Call for an Inspection**

- Foundation Inspection:
  - Footing Inspection – After formwork is completed but prior to pouring concrete.
  - Backfill Inspection – Prior to backfill and after the footings, walls, waterproofing and drain tile are installed.
- Rough Inspection:
  - After the roof, all framing, firestopping, and bracing installations are in place
  - After Electrical, Mechanical, Plumbing rough installations are in place and approved but before the insulation is installed.
- Final Inspection:
  - Made upon completion of the building/structure, and before occupancy occurs.

➤ **Certificate of Occupancy:**

- A new building or altered building shall not be used/occupied until a Certificate of Occupancy is issued by the code official.
- The permit holder or their authorized agent must request a Certificate of Occupancy upon completion of the project. Request may be verbal, however, it is recommended that a written request be sent in, which included the building, electrical, mechanical, and plumbing permit numbers.
- Cannot be issued until all fees are paid, permits finalized, and work covered by a building permit has been completed in accordance with the permit, the code and other applicable laws and ordinances.

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