

## BUILDING PERMIT INFORMATION

**THE FOLLOWING INFORMATION IS REQUIRED TO OBTAIN A BUILDING PERMIT: *incomplete applications may be returned***

1. A complete BUILDING PERMIT APPLICATION form showing:
  - A: A detailed site plan
  - B: Owner/Contractor/Jobsite/cost information/type of project
  - C: Agent Authorization (*required if builder obtains permit*)
  
2. **THREE SETS - HARDCOPY PLANS TO SCALE** (*one will be returned to be kept on the jobsite*)  
**INCLUDE ON THE PLANS:**
  - a: Foundation Plan detailed
  - b: All significant elevations (side views)
  - c: Floor plans – including, but not limited to: use of all rooms and dimensions; window and door sizes; stairway structural details (*if applicable*); deck structural details (*if applicable*)
  - d: Cross section of one wall from footing to peak
  - e: Identify north elevation as (N)
  - f: Indicate snow-loading capacity. Be sure to show all dimensions
  - g. Energy code insulation values
  - h. Items required prior to rough-in: 1) Manufacturers truss diagrams 2) Mechanical Design Criteria (Manual S & J)
  
3. **ENVIRONMENTAL HEALTH PERMIT** (Septic and Well Permits) is necessary for a septic and well system or an approval from the local municipal water/sewer authority.  
\*\*\* Permit is required to hook to an existing system (septic and/or well)  
Allegan County Environmental Health – 269-673-5415  
VanBuren County Health Department – 269-621-3143
  
4. **DRIVEWAY PERMIT** contact the road commission for the installation of a culvert or a waiver. In cities contact City Hall for curb cuts and sidewalk requirements  
Allegan County Road Commission – 269-673-2184  
Van Buren County Road Commission – 269-674-8011

▶ see reverse side

5. PROOF OF OWNERSHIP (examples: deed or land contract, tax bill)
  
6. EARTH CHANGE PERMIT (SESC) – Your County Drain Commissioner or Soil Erosion Agent requires that you obtain a soil erosion and sedimentation control permit if your jobsite is within 500 feet of a waterway: lake, river, stream, pond, body of water, storm sewer, County Drain or if you disturb one (1) or more acres  
Allegan County – 269-673-5415  
Van Buren County – 269-657-8241
  
7. Other items that may be required:
  1. Zoning approval (*pertains to Manlius Township, City of the Village of Douglas, City of Saugatuck*)
  2. DEQ permit (*Lake Michigan, wetland, floodplain, etc*)
  3. Fire Department approval (*pertains mostly to commercial projects in Cities*)
  4. Health Department (Food Service) – *if project includes food service, food preparation, new commercial kitchen, etc*

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**WHEN YOU HAVE GATHERED THE ABOVE REQUIRED  
INFORMATION SUBMIT TO:**

Michigan Township Services-Allegan, INC.  
111 Grand Street  
Allegan MI 49010

269-673-3239 or 1-800-626-5964  
FAX – 269-673-9583  
[mtsallegan@frontier.com](mailto:mtsallegan@frontier.com)  
[www.michigantownshipservices.org](http://www.michigantownshipservices.org)

## **READ IMPORTANT - PERMIT HOLDERS RESPONSIBILITIES**

Part of the construction process is identifying the job location and having inspections done at specific stages of construction. Before the inspector can begin inspecting the job the following must be done by the permit holder:

1. The lot and the building location must be staked so the inspector can verify the location of the forms and footings relative to the lot lines.
2. The permit must be posted and visible from the road.
3. A street number or a sign indicating the owner or contractors name must identify the location (hand painted numbers or signs are fine).

**Inspectors office hours – 8-9am M-F**

**Requesting inspections – MUST be called in before 9am to get the same day**

**Inspection days - M-F; Tues inspections begin after 1pm**

**Michigan Township Services, Allegan – 1-800-626-5964 \* 269-673-3239**

**\*\*\*If an inspection is requested but cannot be completed due to not ready or locked or otherwise inaccessible job site a re-inspection fee of \$50.00 will be charged.**

### **INSPECTIONS**

There are a number of inspections REQUIRED in each of the four codes (building, electrical, mechanical and plumbing); therefore, **call when you are ready for each type of inspection.** Work must not proceed before the job is inspected and approved to continue. NOTE: EACH PERMIT MUST BE OBTAINED SEPARATELY (our jurisdictions listed below). The most common inspections are:

#### **BUILDING**

- **FOOTING** – We inspect prior to the footing opening/s being poured/filled. (if the footing opening/s are in the wrong location it is MUCH cheaper to move) If you do not have an approved inspection, you POUR AT YOUR OWN RISK and the inspector can require digging out to verify compliance.
- **\*\*\*An inspection is required for the electrical provisions to the foundation rebar, before pouring / filling opening/s.**
- **FOUNDATION WALL** – After dampproofing/waterproofing, before backfill
- **ROUGH-IN** – When framing is completed, BEFORE insulation & drywalling and AFTER electrical, mechanical and plumbing inspections
- **FINAL** – When the project is complete and ready for occupancy and AFTER electrical, mechanical and plumbing final inspections

#### **ELECTRICAL**

- **\*\*\*An inspection is required for the electrical provisions to the foundation rebar, before pouring concrete.**
- **UNDERGROUND** – If anything is to be covered by dirt or concrete
- **SERVICE** – When service is complete and ready for hook-up
- **ROUGH-IN** – Before insulating or drywalling, when wiring which will be hidden is complete
- **FINAL** – When all fixtures are set, plates are on and the building is ready to be occupied

#### **MECHANICAL**

- **UNDERGROUND** – After any piping or ducts have been installed underground, before you backfill or pour concrete. (please call and arrange inspection prior to scheduling concrete).
- **ROUGH-IN** – Before insulating, drywalling or concealing; any gas piping, fireplaces, ducts, chases, duct work or chimneys need to be firestopped and inspected. If the basement is to be unfinished let us know when you request your inspection. Having your gas line installed and under a pressure test during rough-in will save you the cost of an extra inspection. All gas piping requires a pressure test and inspection prior to use.
- **FINAL** – When all mechanical equipment (furnace, heat pump, boiler, air conditioning, exhaust fans and exhaust hoods) is complete, operating and the building is ready to occupy.

#### **PLUMBING**

- **UNDERGROUND** – When any piping has been installed underground before backfill or pouring concrete (Piping must be visible; please call and arrange inspection prior to scheduling concrete).
- **ROUGH- IN** – When all drain and water piping is installed and connected, supported and firestopped and before insulating, drywalling or concealing. Tile showers not using pre-manufactured bases require a leak test on the pan liner before tile is set.
- **FINAL** – When all plumbing fixtures are set, sealed and operating, the water heater is operating and building is ready to occupy. **\*NOTE:** Labeling drain openings avoids confusion, as the inspector may not have your building plan in hand.