

BUILDING PERMIT INFORMATION (updated 6-1-24)

The following information is required to obtain a building permit:
incomplete applications may be returned

1. A complete Building Permit Application form
2. A detailed site plan (see back of building application)
 - a. Zoning Application (Clyde Township, Columbia Township, Ganges Township, South Haven Township, Valley Township)
 - b. Zoning Approval (Manlius Township, City of Douglas, City of Saugatuck)
3. Agent Authorization Form -required if builder obtains permit
4. Three (3) sets of Construction Plans – 2 sets must be full size hardcopy and 1 can be email PDF, if PDF not available, submit 3 full size hardcopy (*one will be returned to be kept on the jobsite*) **INCLUDE ON THE PLANS:**
 - a: Detailed foundation plan
 - 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

Note: Items required prior to rough-in: 1) Manufacturers truss diagrams 2) Mechanical Design Criteria (Manual S & J)

5. Septic and Well Permits

Allegan County Environmental Health – 269-673-5415

VanBuren County Health Department – 269-621-3143

Or local municipal water/sewer authority

*Permit is required to hook to an existing septic and/or well

**Health Dept approval is required: for adding bedrooms, water softener discharge, ejector/grinder pump, oversize tub/jacuzzi, basement plumbing

▶ see reverse side

6. DRIVEWAY PERMIT

Allegan County Road Commission – 269-673-2184

Van Buren County Road Commission – 269-674-8011

*A driveway permit is required in VanBuren County even if there is an existing driveway.

MDOT – properties on Michigan Highways

**The Fire Department reviews and approves driveways in City of Douglas and City of Saugatuck, *may take 3-4 weeks*
269-857-3000 cmantels@saugatuckfire.org

***In cities contact the City Hall for curb cuts and sidewalk requirements

7. PROOF OF OWNERSHIP

examples: deed or land contract, tax bill

8. SOIL EROSION CONTROL PERMIT (SESC)

A permit is required if soil disturbance is within 500 feet of a waterway, lake, river, stream, pond, body of water, storm sewer, County Drain or if disturbance one (1) or more acres

Allegan County – 269-673-5415

Van Buren County – 269-657-8241

**required for all properties in City of Douglas and City of Saugatuck, City of Fennville

9. Other items that may be required:

1. Fire Department (*commercial projects*)

2. EGLE permit (*Lake Michigan, wetland, floodplain, etc*)

3. Health Department (Food Service) – *if project includes food service, food preparation, new commercial kitchen, etc*

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

Mail:

Michigan Township Services-Allegan, INC.

111 Grand Street

Allegan MI 49010

Call:

269-673-3239 or 1-800-626-5964

Email:

mtsallegan@frontier.com

additional information:

www.michigantownshipservices.org