

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

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

mtsallegran@frontier.com

www.michigantownshipservices.org