

*TOWNSHIP CODE AUTHORITY
OF MIDLAND COUNTY
220 W. ELLSWORTH
MIDLAND, MI 48640
PHONE: (989) 837-6521
FAX: (989) 837-6522*

REQUIREMENTS FOR OBTAINING A BUILDING PERMIT/OCCUPANCY PERMIT

**Please note that all of these permits may not be required in every situation. If you are not sure what applies to your situation, contact the Township Code Authority office.

- 1. HOUSE NUMBER.** All new and old construction requires an address, which must be obtained prior to issuance of a building permit. Contact the Housing Commission at (989) 832-6790.
- 2. SEWAGE & WELL PERMIT.** Copies of well and septic permits issued from the Midland County Environmental Health Division must be furnished. If well and septic exist, approval of existing systems must be obtained prior to issuance of building permit. Contact Environmental health at (989) 832-6679.
- 3. SOIL & SEDEMENTATION PERMIT.** If disturbing more than one acre of land or if construction is within 500 feet of a lake, river, stream, pond, or county drain applicant must have approval from the Drain commission prior to issuance of the building permit. Contact the Drain Commission at (989) 832-6770.
- 4. LAND USE PERMIT.** Required for Jasper Township prior to issuance of building permit. Contact Dan Sagle, Jasper Township Supervisor at (989) 681-5066.
- 5. ZONING PERMIT.** Required for Hope Township prior to issuance of building permit. Contact Mike Kressler, Hope Township Supervisor at (989) 689-5500
- 6. DRIVEWAY PERMIT.** A driveway permit must be obtained from the Road Commission for all new driveways prior to issuance of the building permit. Contact the road Commission at (989) 687-9060.
- 7. PLANS AND/OR DRAWINGS.** Two sets of plans must be submitted priot to issuance of the building permit. Plans can be hand drawn. An architect must stamp commercial plans.
- 8. PLOT PLAN/SITE PLAN.** A drawing showing the location of the proposed structure on your property. Show the distance from side lines, front and rear property lines. Show the existing structures and their dimensions. Show the distance between all structures.
- 9. BUILDING, ELECTRICAL, PLUMBING, & MECHANICAL PERMITS.** A homeowner can secure these permits if they are doing the work. If a licensed contractor is hired, they are required to secure the permits and complete the work. All rental units and commercial buildings must have licensed contractors securing the permits completing the work.

10. OCCUPANCY PERMIT. The Certificate of Occupancy will be issued upon approval of all inspections. The electrical, plumbing, and mechanical inspectors must have approved all inspections before the building inspector is called to approve the structure for occupancy. (Note: When well and septic permits have been issued, they must have final inspection from the Environmental Health Division before the Certificate of Occupancy will be issued.) **IT IS ILLEGAL TO OCCUPY/USE THE STRUCTURE PRIOR TO OBTAINING AN OCCUPANCY PERMIT.**

If you have any questions regarding these requirements, please contact the Township Code Authority office. Thank you for your cooperation.

Revised 11/20/05