BUILDING PERMIT APPLICATION INSTRUCTIONS

PERMITS AND APPROVALS THAT MAY BE REQUIRED BEFORE YOU MAKE APPLICATION FOR YOUR BUILDING PERMIT:

- Zoning or Land Use Permit
- Subdivision Approval, if applicable
- Health Dept Permits (septic and/or well)
- Soil Erosion Sedimentation Control Permit (if you are disturbing any soil that is over an acre in size and/or within 500 feet of any natural body of water- i.e. lake, stream, county drain)
- Driveway Permit from the Arenac County Road Commission

It is the responsibility of the property owner to provide a copy of all the above documentation to the building department upon application for a building permit.

RESIDENTIAL STRUCTURES:
(one and two family residential with less than 3,500 square feet)

- Building Permit / Plan Review Application AND Minimum of two (2) sets of plans that include the following:
  1. Floor and foundation plans
  2. Roof and wall section (printout or sketch)
  3. Building elevations
  4. Site plan / aerial-type view of your property w/ current and expected buildings' locations in proximity to property lines and road/street.
     (can be drawn on page 4 of application (IX) “Site or Plot Plan”)
  5. Energy Code: analysis report of Michigan Unified Energy Code (MUEC) regarding complete energy requirements, or building plans showing compliance with prescriptive method

COMMERCIAL STRUCTURES:
(Including one & two family residential with more than 3,500 square feet)

- Building Permit / Plan Review Application
- Two (2) sets of plans and specifications, with original signature and seal of an architect or engineer registered with the State of Michigan.

POLE BUILDING STRUCTURES:

- Building Permit / Plan Review Application
- Two (2) sets of plans with foundation / wall / roofing specifications including hole depth, diameter & placement of posts; also roofing material to be used.

MOBILE AND PRE-MANUFACTURED HOMES:
• Building Permit / Plan Review Application
• Minimum of two (2) sets of plans for the foundation and the method of anchoring the unit to the foundation and the “print pack” from the manufacturer
• Site plan (see instructions above located in the “residential structures” section #4)
• For Michigan approved pre-manufactured units; two copies of the Building System Approval Report and the approved plans.

INSTRUCTIONS FOR COMPLETING APPLICATION

Page 1: Be sure to complete the Property Tax ID# (it can be found on your tax bill and/or paid receipt). Complete all applicable sections. Note section 11(c). If the homeowner is doing the construction, enter “homeowner” in the contractor information space.

Page 2: Enter all applicable information. Note VIII(f) dimensions/data; be sure to complete 17-21. (floor area = square footage)

Page 3: Section XI: must be completed and signed by the permit applicant.

BUILDING PERMIT FEES

Permit fees may be obtained from the Arenac County Building Department by calling (989) 846-9791 during normal workday hours, Tuesday, Wednesday, & Thursday from 9:00am to 4:30pm.

You will need to furnish the following information when calling:
• Total square footage of the structure
• Use group i.e., “R-3” for single family homes, “U” for detached utility structures, etc.
• Type of Construction, i.e. “5B” for wood frame. If you have questions regarding the use group & construction type, contact the Building Inspector.
• If you submit your building application and plans without all pertinent information filled in and/or without payment, the processing of the application may be delayed.

WHEN TO CALL FOR AN INSPECTION

Please call the building department (the telephone # listed above & on your permit) at least two (2) days prior to the time you need and inspection. A minimum of three (3) inspections are required on most structures, some projects will have more or less depending on the project. It is the permit holder's (contractor or homeowner's) responsibility to call for inspections.

• Footing Inspection: To be made after forms are set, re-bar supported in place, & before placing cement. (Pole buildings: after holes are dug, but before cement & posts are placed.)

• Foundation Inspection: To be made after the footings, walls, waterproofing and drain tile is installed. The building inspector may want to perform both a footing and back fill inspection.

• Insulation Inspection: To be made prior to interior finishes.

• Rough Inspection: To be made after the roof, all framing, fire stopping, bracing, electrical, mechanical and plumbing when applicable, and before the insulation is installed.

• Final Inspection: To be made upon completion of the building or structure, after other permits (electrical, mechanical &/or plumbing) are closed out and before occupancy occurs.