



## **ARENAC COUNTY BUILDING DEPARTMENT**

### **SOIL EROSION & SEDIMENT CONTROL**

**P.O. BOX 724 \* 120 NORTH GROVE ST. RM 206 \* STANDISH, MI 48658**

**PH. 989-846-9791 / FAX: 989-846-9188**

**[permits@arenacounty.mi.gov](mailto:permits@arenacounty.mi.gov)**

*This institution is an equal opportunity provider*

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# **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 (check with the zoning administrator)
- Health Dept Permits (sewage disposal system, water well or existing system evaluations)
- Soil Erosion Sedimentation Control Permit (if you are disturbing any soil that is over an acre in size AND/OR within 500 feet of a waterway of the State of Michigan (lake, stream-including intermittent, river, County Drain-sometimes a road ditch is also a County Drain)
  - Department of Environment Great Lakes and Energy (EGLE)
- 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 – complete basement details
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. (May 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
6. Truss specifications sheet
7. Blower Door Test Results must be submitted prior to Certificate of Occupancy issuance.

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

- 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.

## **POST FRAME / POLE BUILDING STRUCTURES:**

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

## **HUD 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)

## **STATE APPROVED MODULAR fka BOCA UNITS:**

- Two copies of the Building System Approval Report and the approved plans.
- 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)

**PERMITS ARE REQUIRED TO BE POSTED / VISABLE FROM ROAD UNTIL FINAL CERTIFICATE of OCCUPANCY**

## 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 V(f) dimensions/data. (floor area = square footage) **Page 3: Section VI:** must be completed and signed by the permit applicant. **Section VII: To be completed by the Building Department.**

### BUILDING PERMIT FEES

Permit fees may be obtained from the Arenac County Building Department by calling (989) 846-9791 during normal workday hours, Monday through Friday 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 will 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 an 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 concrete. (Post frame / 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. Basements MUST have a foundation inspection prior to backfill.
- 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 installed, 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.**

## NOTICE!

APPLICATION FOR A BUILDING PERMIT DOES NOT ALLEVIATE THE PERMITTEE FROM POSSIBLE ADDITIONAL PERMITS AND VIOLATIONS FROM OUTSIDE AGENCIES INCLUDING BUT NOT LIMITED TO, SOIL EROSION AND SEDIMENT CONTROL (SESC), MICHIGAN DEPARTMENT OF ENVIRONMENT, GREAT LAKES AND ENERGY (EGLE), ARMY CORPS OF ENGINEERS, LOCAL ASSOCIATIONS, MUNICIPALITIES AND / OR TOWNSHIPS.