BUILDING REQUIREMENTS

ANTRIM COUNTY – DEPT OF BUILDING SAFETY
203 E CAYUGA – BELLAIRE, MI 49615
(231) 533-8373 FAX (231) 533-6041 **REQUEST LINE (231) 533-3510**

APPLICATIONS WILL NOT BE ACCEPTED IF ALL ITEMS ARE NOT SUBMITTED WITH YOUR APPLICATION. PLAN REVIEW AND APPROVAL CANNOT TAKE PLACE UNTIL ALL ITEMS ARE ON FILE. PROVIDE PROPERTY TAX IDENTIFICATION.

( ) **ADDRESS POSTED AT JOB SITE IS REQUIRED BEFORE FIRST INSPECTION –** new construction site requires a copy of description sheet from Equalization (231) 533-6320.

( ) **SEPTIC PERMIT**, if not on Municipal sewer, a valid permit is needed from the Health Department – (231) 533-8670. Located at 209 Portage Drive – Bellaire, MI 49615

( ) **CONSTRUCTION PLANS:** 2-SETS ARE NEEDED. (1) For the file, and (1) to be returned with approval & **KEPT AT JOB SITE.** Plans must include foundation and floor plans, roof and wall sections, building elevations, site plan and **Energy code Sheet (Rescheck or Per scripted Method).**

( ) **A COMPLETE, SIGNED APPLICATAION:** by the proper Applicant. The person who is "actually doing the Work" the Contractor or the homeowner.

( ) **SEALED, STAMPED PLANS:** REQUIRED FOR ALL COMMERCIAL JOBS, AND RESIDENCES OVER 3500 SQ. FT. with **application for Plan Review, original signature and seal** of an architect or engineer registered in the state of Michigan. Plans must include plumbing, electrical and mechanical.

( ) **ZONING PERMIT – A Valid Permit needed – Local Ordinances must be met.**

( ) **TRUSS REQUIREMENTS**: For ALL structures using purchased trusses. A COPY IS TO BE KEPT AT THE JOB SITE FOR THE ROUGH/FRAME INSPECTION, and **filed with this office at application time.**

( ) **SOIL EROSION PERMIT**: ACT 451; Part 91, Soil Erosion & Sedimentation Control. **If your project is within 500 ft. of a lake or stream, OR if you are disturbing more than (1) acre of earth. (231) 533-8363.**

( ) **WETLANDS, OR D.E.Q.** Please call the Land & Water Management at Gaylord, MI (989) 705-3450.

( ) **LOG/ROUGH-SAWN STRUCTURES: A** "Certificate of Inspection" from a Certified Grader is required.

****LIFE OF PERMIT IS 5 YEARS!*****

Note: all Pole Building with wall heights more than 10' require signed & sealed drawings.

( ) **ELECTRICAL PERMIT** – Available upon request. Homeowners may take out their permits – ONLY – IF THEY ARE DOING THE ACTUAL WORK.

( ) **DRIVEWAY PERMITS**: Permits are required for any new driveway, any change to an existing driveway and any work within the right-of-way. Please call the Antrim County Road Commission at (231) 587-8521.

( ) **HUD/DOUBLE-WIDES:** (2) SETS OF FOUNDATION PLANS WITH TIE-DOWNS, A FLOOR PLAN AND SITE PLAN, from the Contractor or person actually doing the work, MUST accompany the application. COPY OF TITLE OR BILL OF SALE MUST ALSO BE SUBMITTED**. Must show proof of roof load of minimum of 30 lbs. Must be 1976 or Newer mobiles. If any remodeling of said mobile has been done, copy of permit and inspection report required at time of application.**

( ) P**LUMBING PERMIT** - Available upon request. Homeowners may take out their permits – ONLY – IF THEY ARE DOING THE ACTUAL WORK.

MECHANICAL/HEATING PERMIT - Available upon request. Homeowners may take out their permits – ONLY – IF THEY ARE DOING THE ACTUAL WORK.

( ) **PRE-MANUFACTURED HOMES:** The application MUST be accompanied by a "**building systems approval report"** from the Consumer & Industry Services and (2) **sets of "State Approved" plans**, and site plan.

BUILDING PERMIT FEES – CONTACT THE BUILDING DEPARTMENT, BY CALLING (231) 533-8373. YOU WILL NEED TO FURNISH THE FOLLOWING INFORMATION WHEN CALLING: TOTAL SQUARE FOOTAGE OF THE STRUCTURE BROKEN DOWN (porches, decks, attached garage, dwelling area, and foundation for each floor, etc.)

**************CONTRACTORS************

A COPY OF YOUR "**RESIDENTIAL BUILDERS LICENSE**" IS REQUIRED.

ALL CONTRACTOR INFORMATION ON APPLICATION **MUST** BE COMPLETED, **PER STATE OF MICHIGAN**.

A PERMIT WILL BE CANCELLED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN SIX MONTHS OF THE DATE OF ISSUANCE OR THE DATE OF A PREVIOUS INSPECTION. CANCELLED PERMITS CANNOT BE REFUNDED OR REINSTATED AND A NEW PERMIT WITH FEES IS REQUIRED.

BUILDING WILL RECEIVE 4 INSPECTIONS ANY ADDITIONAL INSPECTIONS COULD INCUR A FEE OF **$50.00** EACH OCCURANCE**.**