

LAKETON TOWNSHIP BUILDING PERMIT INFORMATION

TOWNSHIP HALL
2735 W. Giles Road.
Muskegon, MI 49445

OFFICES - MONDAY-FRIDAY
8:30 am to 4:30 pm
Ph: (231) 744-2454 Fax: (231)744-2506

ITEMS REQUIRED FOR ALL NEW CONSTRUCTION BEFORE ISSUING A PERMIT

IMPORTANT NOTICE: NO WORK (INCLUDING EXCAVATION) SHALL BEGIN BEFORE A PERMIT IS ISSUED. AN INVESTIGATION FEE WILL BE CHARGED IF ANY WORK BEGINS PRIOR TO THE PERMIT BEING ISSUED.

1. Registered Deed - legal description of property or permanent parcel #, Owner's name and address. **SITE ADDRESS WILL BE ASSIGNED BY CENTRAL DISPATCH (address request form available from Laketon Twp) & MUST BE MARKED WHERE VISIBLE FROM ROAD. Site Address is REQUIRED prior to the issuance of any permits.** This information is required on all permits, including building, plumbing, electric and mechanical.
2. Survey of Property - The Zoning Administrator may require a property survey in any instance where the property lines and setbacks are in question.
3. Site Plan - Show lot size and location and size of all existing and proposed structures. Distance to lot lines, distance between structures and distance to any shoreline, creek, drain, pond or natural waterway must be shown. Also indicate the **NORTH** direction on the plan. *Elevation of House: See Section 3.15 of the Laketon Township Zoning Ordinance.*
4. Blueprints – **TWO** sets of blueprints, or working drawings, (one set will be returned to you when the permit is issued) showing framing, building and room sizes, header spans and sizes, beam spans and sizes, rafter spans and sizes, proposed grade of lumber, insulation, window sizes, framing cross section from footing to roof showing material sizes, & type, deck ledger fastening & flashing specs, and any other information that may be needed to build and inspect the construction. If construction is commercial, an architect's or engineer's seal may be needed on the prints. **PRINTS WILL BECOME PROPERTY OF TOWNSHIP.**
Note: all new single-story homes must contain a minimum of 1200 square feet of living space on the ground floor – for multi-level homes please consult the Township Zoning Administrator for minimum square footage requirements
5. Energy Code Work Sheet - Is required by the State of Michigan. We cannot issue a permit without it.
6. Well Permit (if not connecting to municipal water) – Issued by the Muskegon Co. Health Dept. located at 209 E. Apple Ave. in Muskegon. There is a charge for this permit. Ph. (231) 724-6246. If connecting to municipal water, proof/documentation of assessment fee payment must be submitted.
7. Water Users Agreement – This agreement must be signed if hooking to municipal water.
8. Septic Permit (if not connecting to municipal sewer) - Issued by the Muskegon County Health Dept. located at 209 E. Apple Ave. in Muskegon. There is a charge for this permit. Ph. (231) 724-6246. If connecting to municipal sewer, proof/documentation of assessment fee payment must be submitted.
9. Driveway Permit - Issued by the Muskegon County Highway Dept. located on East Apple Ave., Ph. (231) 788-2381. There is a charge for this permit. Permits are required for all new drives from a public road to private property.
10. Address: An address must be assigned by Muskegon County Central Dispatch. Forms are available at Laketon Township and must be submitted to: nicholas.martin@mcd911.net An address is required prior to applying for a building permit.
11. MDNR OR EGLE Permit...IF YOUR PROPERTY HAS LAKE, RIVER OR CREEK FRONTAGE OR IS LOCATED IN A CRITICAL DUNE AREA, The State may require a permit from the MDNR OR EGLE (Michigan Dept. of Natural Resources or Michigan Dept. Environment, Great Lakes and Energy) prior to issuing a building permit for any new construction or an addition that will increase the footprint of an existing building.
12. County Soil & Erosion Permit– If your property is within 500 feet of a lake or stream or in a 100-year flood plain, you may need a soil and erosion permit from Muskegon County Department of Public Works. Ph. (231) 724-6411 or obtain an application online at: http://co.muskegon.mi.us/publicworks/soilerosion/sesc_application.pdf

13. Mandated State or County Covenants: Special covenants that may have been placed on the site by a State or County agency, such as the Drain Commission.
14. High Water/Flood Affidavit – If your property is located in an area known for having high ground water an affidavit must be signed.
15. Wetlands Determination – If required must be made by the MDNR (Michigan Dept of Natural Resources) or another qualified professional.
16. Zoning Compliance Permit – If there will be more than 600 cubic feet of fill brought in or more than 600 cubic feet of soil removed from the property a zoning compliance permit must be approved and issued by the Zoning Administrator. Please call 231-744-2454 for more information.
17. Inspection Reports - are **REQUIRED** for **MODULAR HOMES / PRE-MANUFACTURED HOMES** - please see appropriate instruction sheet for these types of structures.
18. On-Site Inspection - before Building Permit is issued building site must be staked out exactly where building is to be built. Lot lines must also be staked to determine proper setbacks.
19. Completed Building Permit Application – this form can be obtained at the Township Hall or from our website www.laketon.org on the Building Dept. page.

OTHER PERMIT INFORMATION

Remodeling/Additions/Repair – General information

1. Same identity requirements as #1 new construction.
2. Same MDNR/MDEQ. requirement as #10 & #11 new construction.
3. In most cases 2 sets of prints as in #1 new construction. General exceptions are roofing, siding, etc.
4. Site Plan same as in #2 new construction.
5. Septic permit if new tank or drain field is needed.
6. Energy code work sheet if addition is of substantial size in relation to the existing building.

General Permit Fee information

1. Building permits are based on the value of the work including all materials and labor. Exceptions are general repairs such as roofing, siding, replacement windows or other similar work etc. Please call if you have any questions.
2. Plumbing, Electrical & Mechanical Permits - New construction - \$195.00, Remodel needing 2 inspections - \$145.00, Remodel needing 3 inspections \$195.00
3. For other permits please call for permit fee information (231) 744-2454 or check our website at: www.laketon.org/departments/building

Township setback requirements

1. Front yard, side yard and rear yard setbacks vary from zoning district to zoning district. Please speak with the Zoning Administrator to obtain the appropriate setbacks for your zoning district.
2. Septic tank systems &/or wells – please speak to the Muskegon County Health Department regarding placement and setbacks for these items.
3. If site has water frontage, contact the Muskegon County Dept. of Public Works (231) 724-6411 for any county/state requirements – **also see Twp. Zoning Administrator for structure setbacks from any body of water.**

Required Inspections

1. BUILDING – Footings, Rough-In (including waterproofing and window & door flashing system), Drywall (prior to tape/mud) and Final.
2. PLUMBING, MECHANICAL & ELECTRICAL– Underground (if applicable) Rough-In and Final.
3. All work must be done by licensed contractors, **except**, a single-family home owner may do all his/her own work after signing a Homeowners Affidavit.

For Inspections call: For Building Inspections - Inspector Chris Hall (231) 578-1646
 For Electrical Inspections – Inspector Jeff Johnson (231) 329-4465
 For Plumbing/Mechanical Inspections – Inspector Jim Hoppus (231) 780-7414

NOTE: It is the contractor's responsibility to call for ALL inspections. HOUSES WILL NOT BE FINALIZED OR GRANTED OCCUPANCY UNTIL HOUSE NUMBERS (MINIMUM OF 2 INCHES) ARE ON HOUSE AND VISIBLE FROM ROAD.