

MICHIGAN TOWNSHIP SERVICES MUSKEGON INC.

5855 Airline

FRUITPORT, MI 49415

PHONE (231) 865-6977

www.michigantownshipservicesmuskegon.com

FAX (231) 865-6191

BUILDING PERMIT INFORMATION PREMANUFACTURED HOUSING

The following information is needed to obtain a building permit for single-family dwelling. Other building permits may require more or less information.

1. A complete **BUILDING PERMIT APPLICATION** form showing:
 - a. A detailed site diagram
 - b. Owner/contractor/job site/cost information
2. **TWO SETS OF PLANS** (one will be returned to be kept on the job site)
INCLUDE IN THE PLANS:
 - a. Foundations - a detailed plan for the specific unit (INCLUDE model number)
Must indicate:
 - 1 Depth to finish grade of all footings
 - 2 Dimensions and location of all footings and beam pockets
 - 3 Location and specific type of all tie downs
 - 4 Generally adequate written information to allow any contractor to build.
 - b. All significant elevations (side views)
 - c. Floor plans with all room labeled- (1 additional floor plan required for assessor - please make assessor copy 8x11 per request of the assessing department)
 - d. Identify north elevation as (N)
 - f. Indicate snow loading capacity - be sure to show all dimensions.
3. **ENVIRONMENTAL HEALTH PERMIT and/or WATER TAP FEE** is necessary for a septic system or an okay from the local Municipal water/sewer authority.
Muskegon County Environmental Health - 231-724-6208 - www.muskegonhealth.net
Fruitport Water system (Paid tap receipt) - 231-865-3158
(Fruitport Water Department requires a site diagram showing driveway, septic system location and size, also, water line and Meter location).
Ottawa County Health Department - 616-846-8360 - www.miottawa.org
Spring Lake Township DPW - 616-842-0080
4. **DRIVEWAY PERMITS**. Call the road commission for a permit for the installation of culvert or a Waiver. In cities call the city hall for curb cuts and side walks requirements.
Muskegon County Road Commission - 231-788-2381- Res. (Paul Privacky ext. 242) - Comm. (Brent Borg ext. 254)
Village of Fruitport (Randy Mergener) - 231-865-3577
Ottawa County Road Commission - 616-842-5400 - www.ottawacorc.com or MDOT 616-451-3091
For all driveways that will be more than 150 ft., it is required that you contact the Fire Department for code requirements and final approval- Fruitport Township (services Sullivan and Frt Village also) 231-773-9312 - Spring Lake Township 616-842-1340
5. **PROOF OF OWNERSHIP**: examples - deeds or land contract.
6. **EARTH CHANGE PERMIT**: Either a permit or a waiver is required if your job site is within 500 feet of any stream, lake or wetland. Ponds required planning commission approval and must be in compliance with the zoning ordinance. If D.P.W. requires drawings, please submit a copy to Drain Commissioner also.
Muskegon County Department of Public Works - Steve Fink finkst@co.muskegon.mi.us - 231-724-6411 or 231-724-6522
Muskegon County Drain Commissioner - 231-724-6411
Ottawa County Drain Commissioner - 616-846-8220 - www.miottawa.org/CoGov/Drain
Soil Erosion - 616-846-8222
7. When you have this information, a permit may be obtained by contacting our office at the address or telephone numbers given at the top of the page.