

BUILDING PERMIT INFORMATION

When is a Building Permit required?

- One is required before any construction, enlargement, alteration, total removal or demolition if a structure is begun.
- When the principal use of the building changes.
A permit is NOT required for ordinary repairs or for improvements that do not affect the integrity of the structure.

Why is a Building Permit required?

The purpose of the building code is to insure public safety, health and welfare insofar as they are affected by building construction through structural strength, adequate egress facilities, sanitary equipment, light and ventilation and fire safety, and in general, secure safety to life and property from all hazards incident to the design, erection, repair, removal, demolition or use and occupancy of buildings structures or premises.

Do you need a license to secure a Building Permit?

Building permits may be obtained by either a Licensed Contractor or a Homeowner doing his own work, in a single family dwelling, which he owns and is living in or is about to occupy.

How do I make arrangements for an inspection?

Regular business hours are M-F 8:30 a.m. to 5:00 p.m. You may call **231-592-0105** (24 hours/day) to schedule any inspections. If you need to leave your request on our answering machine, please state your name, a phone number where you may be reached, the type of inspection you'd like to schedule, your permit # and the address of the structure to be inspected. In most cases, 24 hours advanced notice is required.

What types of inspections will I need?

Building:

1. **Footing Inspection** - After forming, prior to pouring
2. **Foundation** - Before backfill
3. **Rough-in** - Before installing insulation and drywall
NOTE: All other rough-in inspections must be completed prior to the building inspection.
4. **Final Inspection** - Issuance of Certification of Occupancy (C of O) before moving into the dwelling.
NOTE: All other final inspections must be completed prior to the building inspection.

A Certificate of Occupancy must be obtained in order to use or occupy the structure.

Electrical:

1. **Service** - The power company is notified at the end of the day by the Electrical Inspector.
2. **Rough-in** - Before covering any wiring (drywall or insulation).
3. **Final**: After all wiring is completed, to include the hanging of all of the fixtures and cover plates.
NOTE: There is a \$35 fee for any additional inspections required.

Plumbing:

1. **Underground** - Before back filling.
2. **Rough-in** - Before covering any piping
3. **Final** - When all fixtures are set and water is on.
NOTE: There is a \$35 fee for any additional inspections required.

Mechanical:

- Rough-in** - Before concealing venting or piping.
Final - When completed including registers.
NOTE: There is a \$35 fee for any additional inspections required.

Inspector Information:

Monday through Friday, except as noted below

Dennis Burrick - **Building Official**
Aaron Holsworth - **Building Inspector**
Marilynn Vargo - **Zoning Administrator**
Clyde Peacock - **Electrical Inspector** (Tues., Wed. & Thurs.)
Jim Raab - **Mechanical and Plumbing Inspector** (Tues. & Thurs.)