

**Residential ADDITION – Requirements** includes Porches if enclosed (enclosure also includes screened in)

1. Completed Permit **Application & Zoning Clearance**
2. **Two (2) sets of plans**, to include:
  - a. Floor Plan of NEW AND EXISTING with window and door sizes & placement
  - b. Front, sides and rear elevations
  - c. Foundation plan with walkout details, if applicable
  - d. Cross section detail
  - e. Truss specifications (40 lb. Snow Load in Mecosta Co.)
3. One (1) copy of **Specifications** (Bldg. Material list)
4. Copy of signature **identification** (drivers license or builders license)
5. **Septic & Well Permit and/or B.P.A.** approval from the Health Dept. (231-592-0178) located in this building. *MAY BE REQUIRED.* You will need to check. (Chippewa Lake sewered area must provide written Twp. Approval before a permit can be provided)
6. **Soil Erosion Permit** from Drain Commissioner (231) 592-0103 located in this building. Necessary ONLY IF you are building within 500' of water, lakes, rivers or streams, etc.
7. **Driveway Permit** from the County Road Commission Necessary ONLY IF a driveway needs to be put in.

120 Dekraft St.  
Big Rapids, MI 49307  
231-796-2611

**Please Note:**

Electrical, Mechanical & Plumbing permits must be individually obtained, if required to complete your project.

Please visit our website at: **[www.co.mecosta.mi.us](http://www.co.mecosta.mi.us)**

10/8/2004