

## **Frequently Asked Questions –**

**1. What is the \_\_\_\_\_ (Building Official's, Building Inspector's, Zoning Administrator's, Electrical, Mechanical or Plumbing Inspector's) name?**

- Building Official = Dennis Burrick
- Building Inspector = Aaron Holsworth
- Zoning Administrator = Marilyn Vargo
- Electrical Inspector = Clyde Peacock
- Mechanical & Plumbing Inspector = Jim Raab

**2. What can I build that does not require a building permit?**

- One-story, detached, accessory structures under 200 sq. ft.  
*Examples: garages, carports, cabanas, storage sheds, tool sheds, playhouses, dog houses and garden structures.*
- An Agricultural (AG) exempt Accessory Building (building SOLELY used for agricultural purposes)

Note: ALL Structures will still require a Zoning Permit (\$10.00)

**3. How much will my permit cost?**

- Fees vary; they are based on what is being built, square footage, etc. Fees are calculated at the time of the Plan Review, when all specific information/data from the project can be entered. If requested, exact fees may be quoted by phone prior to issuance.
- Also, see "Mecosta County Building Fees" on our Website

**4. How long will it take to get my permit?**

- 1 to 3 working days

**5. Where are you located? / What are your hours?**

- On the south-end of Big Rapids. Our address is: 14485 Northland Dr. We're located south of Perry Street and FSU's main campus; directly across from Quality Inn and Denny's Muffler Shop and next door to Pizza Hut.
- We may be reached at: 231-592-0105 or by FAX 231-592-0176
- Hours are from 8:30 a.m. until 5:00 p.m., Monday through Friday
- Inspections must be called in no later than 9:00 am if same day service is requested.
- 24-hour Inspection Hotline phone #231-592-9392**

**6. What qualifies for an "agriculture exemption"?**

- A storage building that will be used for agricultural purposes only.

**7. What are the setbacks for my district?**

*-It depends on what "district" your property is zoned as. See chart below:*

- AG Agricultural/Specialized
- AF Agricultural/Forestry
- R-1 Rural Residential District
- R-2 Single Family Residential District
- R-3 One & Two Family Residential District
- R-4 Multiple Family Residential District
- MHP Manufactured Home Park Residential District
- LR Lake/River Resort District
- C-1 Neighborhood Commercial District
- C-2 General Commercial District
- C-3 Highway Interchange Commercial District
- I-1 Industrial District

District	Min. Lot Size (sq. ft.)	Min. Lot Width (feet)	Front Setback (feet)	Rear Setback (feet)	Side Yard Setback (feet)	Max. Ground Cover %	Max.* Bldg. Height (feet)	Max. Width/Depth Ratio	Min. Floor Area (sq. ft.)
<b>AG</b>	1 acre	200	50	10	25	None	none	4:1	720
<b>AF</b>	1 acre	200	50	50	25	40%	none	4:1	720
<b>R-1</b>	1 acre	100	50	25	20	15%	30	4:1	960
<b>R-2</b>	20,000	100	30	10	8	40%	30	4:1	960
<b>R-3</b>	20,000	100	30	30	30	40%	30	4:1	720
<b>R-4</b>	2 acres	200	50	50	50	40%	45	4:1	350 per multi unit ; 720 single family
<b>LR</b>	20,000	100	30	10	8	30%	30	4:1	720
<b>MHP</b>	5 acres	200	25	25	25	none	45	4:1	none
<b>C-1</b>	None	100	35	20	10	40%	30	5:1	none
<b>C-2</b>	None	100	50	20	20	40%	30	5:1	none
<b>C-3</b>	2 acres	300	75	50	30	40%	none	none	none
<b>I-1</b>	None	200	75	50	40	50%	none	5:1	none

*\*See #10 (below) for Pole Building Heights*

*You may need to call the Building & Zoning Dept. to verify your particular district by providing you address or tax/parcel number. Phone: (231) 592-0105.*

**8. What permits will I need for my project?**

*-Depends on exactly WHAT your project is. A home requires a building, zoning, electrical, mechanical & plumbing permit from this office. You may also need to obtain well & septic permits from the Health Department, a soil erosion permit from the Drain Commissioner's office and a driveway permit from the Road Commissioner's office. A pole building or detached garage may require only a building, zoning and electrical permit. Feel free to call this office and we'll be happy to help you determine your needs.*

**9. Where/how do I get an address?**

*-The fastest, easiest way is to stop by our office with your tax/parcel number. This can be handled in a matter of minutes in most cases. -or- You may request to have an address request form mailed or faxed to you. You then complete the form, return it to this office and we will determine and assign a number to your parcel.*

**10. How large can Pole Buildings be?**

*-This depends upon your Zoning District and parcel size. See below:*

**In R-1, R-2, R-3, R-4 & LR**

- a) Maximum size is 1,200 sq. ft., not exceeding the total ground floor area of the principle structure (dwelling), with a maximum height of 20 ft. at the peak.*
- b) Where there is no dwelling, the maximum size is 1,200 sq. ft., not exceeding a maximum 15% lot coverage.*
- c) Small sheds (under 200 sq. ft.) are permitted in all zoning districts with only a Zoning Clearance permit. A maximum of three (3) such buildings shall be allowed on parcels less than 2 acres.*

**In AF and AG Districts**

- a) One 1,200 sq. ft. accessory structure, not exceeding 24 ft. in height at the peak is allowed on parcels less than 2 acres.*
- b) One 1,600 sq. ft. accessory structure not exceeding 24 ft. in height is allowed on parcels 2 to 5 acres.*
- c) One 1,800 sq. ft. accessory structure, not exceeding 24 ft. in height is allowed on parcels greater than 5 acres.*
- d) A maximum of four (4) small sheds (under 200 sq. ft.) shall be allowed on parcels 2 to 5 acres. On 5 acres or greater in these districts, a maximum of one (1) per acre shall be allowed.*

*\*Structures exceeding these sizes will require a public hearing for a Special Use permit before the Mecosta County Planning Commission for approval prior to issuance of permits. This includes additional structures and additions that enlarge the original structure over the allowable size per zoning district.*