

MUSKEGON CHARTER TOWNSHIP BUILDING PERMIT REQUIREMENTS FOR COMMERCIAL, INDUSTRIAL AND MULTI-FAMILY DWELLINGS

ARCHITECTS-ENGINEERS-CONTRACTORS-DEVELOPERS

- APPLICATION:** All plans must be accompanied by a **completed** form titled: "APPLICATION FOR BUILDING PERMIT AND PLANS EXAMINATION." Incomplete applications may be returned to the applicant. You may also attach additional instructions to the application form that clarify what you want us to do with your plans, such as: demolition, site plan review, foundation permit, shell permit, tenant space finish, or full building permit. When a project is broken into 2 or more phases, (i.e.: footings and foundation) separate full sets of plans must be submitted for each phase of the project.
- ZONING SITE PLAN REVIEW:** A site plan review by the Planning Commission is required for all new buildings and additions. Applications are available in the Inspection Department.
- PLANS:** Submit 5 **complete** sets of sealed plans that contain: a site plan; floor plans of all floor levels, including mezzanines; elevation views; cross section; a foundation plan with details; an electrical plan; a mechanical plan; and a plumbing plan. Application fee of \$150 due at time of submittal of plans
- SPECIAL INSPECTIONS:** A special inspections statement is required for most projects and is required by the Code to be prepared by a licensed design professional (Architect/Engineer). The Code also requires the special inspections statement to be approved prior to the issuance of the building permit. A form for this purpose is available from our office.
- ENERGY CODE COMPLIANCE DOCUMENTS:** Submit an energy code compliance document for the building envelope, the electrical and HVAC systems. **These documents must be prepared and signed by a licensed architect or engineer.** Forms can be downloaded from the US Department of Energy website
- SOIL REPORT:** A soil report is required for all new buildings and building additions. The soil report must include the data that was used as a basis for the report.
- ROAD COMMISSION:** Any changes to the road right of way, contact Muskegon County Road Commission at 231-788-2381 for approval of your design.
- MDOT:** Any changes to the State right of way, contact 1-517-373-2090 for approval of your design.
- COUNTY SOIL EROSION:** A soil erosion permit is also required from the County DPW office before moving dirt on a site that is within 500' of a ditch or water course of the State, or if the site is more than 1 acre in size. Call 231-724-6522 for approval.

- DRAIN COMMISSION:** For new buildings, additions or additional paving of parking areas that allow the flow of water off site, contact Muskegon County Drain Commission office at 231-724-6220 for approval.
- HEALTH DEPARTMENT:** A set of sealed plans must be submitted to the Muskegon County Health Department for approval for all new restaurants. Any project including sale of food products requires Health Department or Department of Agriculture approval. Their office phone number is 231-724-6246.
- DEPT. OF AGRICULTURE:** 1-800-292-3939
- WATER AND SEWER CONNECTION FEES/PERMITS:** The Zoning Administrator at Muskegon Township calculates all utility connection fees which may be due. All new construction, additions or new businesses must be reviewed. The fees are payable to the township and must be paid before any permits will be issued. Please call 231-777-2555 ext. 1132 for information.
- DNR:** 1-517-284-4720
- NESHAP:** For demolition and renovations of any structure that is or has been associated with a commercial property. www.michigan.gov/air click on: Asbestos NESHAP, look for: Asbestos Notification
- PARTIAL PERMITS:** The issuance of a permit for a portion of the building is not a guarantee that you will be able to obtain additional permits to complete the project. We discourage partial permits because of the extra work they create for you and for us, but we also acknowledge that they are sometimes necessary. A separate application and the number of plans listed above must be submitted for **each** permit (i.e. foundation permit, shell permit, full permit, tenant finish permit, etc.).
- DEQ PERMITS:** Nancy Cuncannan – 1-616-690-1229
- MISS DIG:** 1-800-482-7171; (811)
- DTE:** 1-800-477-4747
- CONSUMERS:** 1-800-477-5050
- NATIONAL FLOOD ELEVATION CERTIFICATE:**
Michigan Department of environmental Quality
525 West Allegan Street
Lansing, MI 48909
1-517-373-7917
www.michigan.gov/deq