

**\*\*IMPORTANT – READ THIS DOCUMENT\*\***

**PLEASE COMPLETE THE FOLLOWING REQUIREMENTS TO OBTAIN A BUILDING PERMIT--  
FAILURE TO HAVE ALL NECESSARY DOCUMENTS WILL DELAY YOUR PERMITTING PROCESS.**

**APPLICATIONS MUST CONTAIN THE FOLLOWING REQUIREMENTS:**

1. **PLANS AND/OR DRAWINGS.** Two sets of plans must be submitted prior to issuance of the building permit. Plans drawn to scale. Dwellings- Foundation & floor plans, section view, 2 elevation reviews. Garage/Utility Building- Floor plan & section view. Commercial plans must be stamped by a design professional.
2. **PLOT PLAN/SITE PLAN.** A drawing showing the location of the proposed structure on your property. Show the distance from side lines, front and rear property lines. Show the existing structures and their dimensions. Show the distance between all structures.
3. **SEWAGE & WELL PERMIT.** Copies of well and septic permits issued from the Midland County Environmental Health Division must be furnished. If well and septic exist, approval of existing systems must be obtained prior to issuance of building permit. Contact Environmental Health at (989) 832-6679.
4. **SOIL & SEDEMENTATION PERMIT.** If disturbing more than one acre of land or if construction is within 500 feet of a lake, river, stream, pond, or county drain applicant must have approval from the Drain Commission prior to issuance of the building permit. Contact the Drain Commission at (989) 832-6770.
5. **HOUSE NUMBER.** All new and old construction requires an address, which must be obtained prior to issuance of building permit. Contact the Housing Commission at (989) 832-6790.
6. **ZONING PERMIT.** Required for Hope Township prior to issuance of building permit. Please contact: Tom Clark at 689-4719.
7. **DRIVEWAY PERMIT.** A driveway permit must be obtained from the Road Commission for all new driveways prior to issuance of the building permit. Contact the Road Commission at (989) 687-9060.
8. **BUILDING, ELECTRICAL, PLUMBING, & MECHANICAL PERMITS.** A homeowner may secure these permits if the homeowner is doing the work. Any contractor hired to do the work must be licensed and registered with our office. All rental units and commercial buildings must have licensed contractors securing the permits and completing the work. **Notice Mechanical, Plumbing, and Electrical permits are required for all manufactured homes.**

**FINAL OCCUPANCY:** The Certificate of Occupancy will be issued upon approval of all inspections. The electrical, plumbing, and mechanical inspectors must have approved all inspections before the building inspector is called to approve the structure for occupancy. (Note: When well and septic permits have been issued, they must have final inspection from the Environmental Health Division before the Certificate of Occupancy will be issued.) **IT IS ILLEGAL TO OCCUPY/USE THE STRUCTURE PRIOR TO OBTAINING AN OCCUPANCY PERMIT.**