

LAKE COUNTY BUILDING DEPARTMENT
REQUIRED DOCUMENTATION

PLEASE TRY TO APPLY FOR YOUR BUILDING PERMIT 2 WEEKS PRIOR TO STARTING DATE

1. **IF YOU ARE THE HOMEOWNER APPLYING FOR A PERMIT, A REAL ESTATE SUMMARY SHEET SHOWING PROOF OF OWNERSHIP IS REQUIRED. THIS SHEET MAY BE OBTAIN FROM THE EQUALIZTION DEPARTMENT.**

2. **ADDRESS: EQUALIZATION DEPT. LAKE CO. COURTHOUSE 231-745-2723.**

3. **LAND-USE PERMIT: FOR THE FOLLOWING LOCALLY ZONED TOWNSHIPS:**

LAKE TOWNSHIP <i>Friday, Saturday & Monday (8:30 a.m. - 11:30 a.m.)</i>	Amy Rademaker	231-898-3189
PEACOCK TOWNSHIP	Judith Gray	231-287-4320
PLEASANT PLAINS TOWNSHIP <i>Thursday (5:00 p.m. - 7:00 p.m.)</i>	Greg Nichols	231-745-2949
SAUBLE TOWNSHIP	Robert (Bob) Hall	231-429-6703
SWEETWATER TOWNSHIP	Michael Serocynski	412-304-6437
WEBBER TOWNSHIP <i>Monday & Tuesday (9:00 a.m. - 1:00 p.m.) and Saturday (9:00 a.m. - 12:00 p.m.)</i>	Christopher Jacobs	231-745-3471, Ext. 226
YATES TOWNSHIP	Christopher Jacobs	231-745-3940
VILLAGE OF BALDWIN	Bob Toleland	616-204-3747

4. **HEALTH DEPARTMENT FOR BOTH WELL & SEPTIC PERMITS:
231-745-4663**

5. **BUILDING PERMIT APPLICATION**

6. **COMMERCIAL PROJECTS AND PROJECTS REGULATED BY THE MBC 2009:
SUBMITTAL OF CONSTRUCTION DOCUMENTS AND DRAWINGS SHALL BE PREPARED BY OR UNDER THE DIRECT SUPERVISION OF A REGISTERED DESIGN PROFESSIONAL. 106.1 M.R.C.**

7. **TRUSS CERTIFICATION OR ROOF LOADING DATA SHEET:**

LAKE COUNTY SNOW LOADS ARE 50# AND 60# IN MOST AREAS

COPY OF TRUSS CERTIFICATION SHALL BE SUMITTED FOR REVIEW AND APPROVAL TO BUILDING DEPARTMENT BEFORE INSTALLATION.

8. **SUBMIT A DETAILED SITE MAP SHOWING ALL BUILDINGS AND STRUCTURES NEW AND EXISTING WITH ACCURATE DIMENSIONS.**

SEE REVERSE SIDE FOR MORE INFORMATION

9. A SKETCH OR BLUEPRINTS WITH SPEC SHEET AND CROSS SECTION OF NEW CONSTRUCTION. TWO COPIES OF PRINTS ARE NEEDED.
10. BUILDING PERMIT APPLICATION(S) FOR NEW HOME CONSTRUCTION, ADDITIONS, ALTERATIONS, RENOVATIONS AND/OR REPAIRS MUST PROVIDE PROOF OF COMPLIANCE WITH CHAPTER 11 ENERGY EFFICIENCY OF 2015 M.R.C.
11. SOIL EROSION: IF BUILDING WITHIN 500 FEET OF A BODY OF WATER, THIS PERMIT MUST BE ISSUED BEFORE ANY EXCAVATION OR WORK IS STARTED.
12. DRIVEWAY PERMIT: THIS PERTAINS TO NEW CONSTRUCTION ONLY. YOU MUST PROVIDE US WITH A COPY OF THIS PERMIT ISSUED BY THE LAKE COUNTY ROAD COMMISSION. 231-745-4666. (IF APPLICABLE)

NOTE: YOU WILL NEED A DRIVEWAY PERMIT FROM M-DOT IF YOU ARE PLACING YOUR DRIVE OFF A STATE HIGHWAY. THERE WILL BE A FEE FOR THIS PERMIT. 1-800-943-6368.
13. MOBILE HOME INFORMATION NEEDED:
 - 1). COPY OF TITLE WITH SERIAL NUMBER AND/OR BANK PACKAGE IF NEW HOME.
 - 2). FOUNDATION PLAN
 - 3). FLOOR PLAN
 - 4). SITE PLAN - ALL TOWNSHIPS
 - 5). CROSS-SECTION DRAWING OF DECK OR LANDINGS.
14. BLOWER DOOR TEST: REQUIRED FOR ALL NEW HOME CONSTRUCTION.
15. PLEASE NOTE: ELECTRICAL, MECHANICAL, PLUMBING, AND SOIL EROSION PERMITS ARE SEPARATE PERMITS. THEY ARE NOT INCLUDED WITH THE BUILDING PERMIT FEES.
16. PERMITS ARE IN EFFECT FOR ONE-YEAR, AND CAN BE EXTENDED IN A 180-DAY INCREMENT FOR AN ADMINISTRATIVE FEE OF \$75.00.
17. FINAL BUILDING: INSPECTION WILL BE MADE AFTER FINAL APPROVALS ON ELECTRICAL, PLUMBING, MECHANICAL, WELL AND SEPTIC.

01/07/25