

BUILDING PERMIT INFORMATION

THE FOLLOWING INFORMATION IS NEEDED TO OBTAIN A BUILDING PERMIT:

1. A complete BUILDING PERMIT APPLICATION form showing:
 - A: A detailed site diagram
 - B: Owner/Contractor/Jobsite/cost information

2. TWO SETS OF PLANS TO SCALE (one will be returned to be kept on the jobsite) INCLUDE IN THE PLANS:
 - a: Foundation Plan
 - b: All significant elevations (side views)
 - c: Floor plans
 - d: Cross section of one wall from footing to peak
 - e: Identify north elevation as (N)
 - f: Indicate snow-loading capacity. Be sure to show all dimensions

3. ENVIRONMENTAL HEALTH PERMIT is necessary for a septic and well system or an approval from the local municipal water/sewer authority

Allegan County Environmental Health – (269) 673-5411
VanBuren County Health Department – (269) 621-3143

4. DRIVEWAY PERMIT contact the road commission for the installation of a culvert or a waiver. In cities contact City Hall for curb cuts and sidewalk requirements

Allegan County Road Commission – (269) 673-2184
VanBuren County Road Commission – (269) 674-8011

5. PROOF OF OWNERSHIP (examples: deed or land contract)
6. EARTH CHANGE PERMIT – Your County Drain Commissioner or Soil Erosion Agent may require that you obtain a soil erosion and sedimentation control permit if your jobsite is within 500 feet of a waterway (lake, river, stream or County Drain or if you disturb 1 or more acres)

Allegan County – Contact the Allegan County Health
Department at (269) 673-5415
www.allegancounty.org/health

VanBuren County – 269-657-8241

WHEN YOU HAVE GATHERED THIS INFORMATION SUBMIT
TO:

MICHIGAN TOWNSHIP SERVICES-ALLEGAN, INC.
111 GRAND STREET
ALLEGAN MI 49010

(269) 673-3239 or 1-800-626-5964
FAX – (269) 673-9583

www.michigantownshipservices.org