

MECOSTA TOWNSHIP  
OUTLINE OF BUILDING PERMIT PROCEDURES

I. PRE-APPLICATION

- A. Applicant provides sketch of property and construction location. This includes dimensions of property, existing and proposed buildings, bodies of water and existing and proposed well and septic locations.
- B. Applicant completes “Zoning Clearance” form and “Address Request” form if needed.
- C. Zoning Department reviews applications and issues zoning clearance and new address if needed.
- D. If required. The applicant is directed to obtain a “Health Certificate” from the District Health Department and a “Soil Erosion Permit” from the County Soil Erosion Permit Official.

II. APPLICATION

Applicant must complete and submit a Building Permit Application. R105.2 **Work Exempt form permit.** Exemption from permit requirements of the code shall not be deemed to grant authorization for any work to be done in any manner in violation of the provisions of the code or any other laws or ordinances of the jurisdiction. Permits are not required for any of the following:

(a) Building permits shall not be required for any of the following:

- (i) One-story detached accessory structures, if the floor area does not exceed 200 square feet (18.58m<sup>2</sup>).
- (ii) A fence that is not more than 6 feet (1829mm) high.
- (iii) A retaining wall that is not more than 4 feet (1219mm) in height measured from the bottom of the footing to the top of the wall, unless supporting a surcharge.
- (iv) A water tank supported directly upon grade if the capacity is not more than 5,000 gallons (18 927 L) and the ratio of height to diameter or width is not greater than 2 to 1.
- (v) A sidewalk or driveway that is not more than 30 inches (762mm) above adjacent grade and is not over any basement or story below.
- (vi) Painting, papering, tiling, carpeting, cabinets, counter tops, and similar finish work.
- (vii) A prefabricated swimming pool that is less than 24 inches (610MM) deep.
- (viii) Swings and other playground equipment accessory to a 1- or 2 – family Dwelling.
- (ix) Window awnings supported by an exterior wall.

B. Building Department reviews application(s)

- 1. If complete, applications(s) are accepted.
- 2. If not complete, applications(s) are returned to applicant with necessary corrections noted.

IV. INSPECTION/COMPLETION

A. Builder notifies the Building Department 24 hours before work starts and makes appointment for needed inspections.

B. Inspections are made as required

- 1. Inspector shall record results on Department and posted “Permit” copies.
- 2. If approved, the inspector shall post an “Approved sticker.

3. If not approved, the inspector shall post a “Not Approved” sticker, and notify the contractor of the deficiencies verbally and in writing on a completed “Field Correction Notice”.
  4. The Building Official may issue a “Stop Work Order” if he/she determines the corrections must be made before any work continues, work is being done contrary to code, or unsafe or dangerous conditions exist.
- C. Reinspect if required.
- D. Final inspection approval for each trade shall be recorded on the department “Permit” copy and on the “Certificate of Occupancy”.
- E. Upon completion of all final inspections, the Building Official shall issue a “Certificate of Occupancy” to the contractor.
- F. Building Official may issue a “Temporary Certificate of Occupancy” if he/she deems the work done “safe” to occupy prior to completion of the entire work.
- F. Completed “Permit” and copy of “Certificate of Occupancy” placed in permanent Department file.

#### V. SUPPLEMENTAL

- A. All contractors doing work in Mecosta Township shall register annually with the Township Building Department by completing a “Contractor’s Registration Form” and filing it with the Department.

## Building Permit Process - Mecosta Township

