



Permit Application - Building
Missaukee County Building Department
113 Prospect St-PO Box 800, Lake City, MI 49651

Phone: 231.839.4200

Email: building@missaukee.org

Website: missaukee.org

Retain For Your Records

Referenced Codes & Standards:

2015 Michigan Building Code

2015 Michigan Residential Code

R105.1.0 - Required:

Any owner(s) authorized agent who intends to construct, enlarge, alter, repair, move, demolish or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert, or replace any electrical, gas, mechanical or plumbing system, the installation which is regulated by this code, or to cause any such work to be performed, shall first make application to the building department & obtain the required permit(s). Note: Work commencing before permit issuance = \$125.00 violation penalty - Continued violations = Complaint sent to SOM LARA

R105.2.0 - Work Exempt From Permit:

1. One-Story detached accessory structure, if the area does not exceed 200 sf. 2. A fence that is not more than 7' high. 3. A retaining wall that is not more than 4' in height, measured from the bottom of the footing to the top of the wall, unless supporting a surcharge. 4. A water tank supported directly upon grade, if the capacity is not more than 5,000 gallons & the ratio of the height to diameter or width is not greater than 2 to 1. 5. A sidewalk & driveway not more than 30" above adjacent grade & not over any basement or story below & are not part of an accessible route. 6. Painting, papering, tiling, carpeting, cabinets, counter tops, & similar finish work. 7. A prefabricated swimming pool that is less than 24" deep, & not greater than 5,000 gallons & is installed entirely above ground. 8. Swings & other playground equipment accessory to detached 1 or 2 family dwellings. 9. Window awnings in group R-3 & U occupancies, supported by an exterior wall that do not project more than 54" from the exterior wall & does not require additional support, as applicable in section 101.2 & group U occupancies. 10. Decks not exceeding 200 sf in area that are not more than 30" above grade at any point as prescribed by section R312.1.1, are not attached to a dwelling or its accessory structures, are not within 36" of a dwelling or accessory structure, & do not serve any ingress or egress door of the dwelling or its accessory structures.

Expiration:

Every permit issued shall become invalid, unless the work authorized by such permit is commenced within 365 days after its issuance, or if the work authorized by such permit is suspended or abandoned for a period of 365 days after the work is commenced. The building department is authorized to grant, in writing, one extension of 365 days. Permits must be extended on or before the expiration date.

R105.7.0 - Placement of Permit:

The permit(s) shall be posted at the road, in addition to a visible address.

R106.3.1 - Approval & placement of construction documents:

The construction document(s) so reviewed, shall be kept at the site of work & shall be open to inspection by the building official or a duly authorized representative until the completion of the project.

R109.3.0 - Inspection Requests:

It shall be the duty of the permit holder or their agent to notify the building department that such work is ready for inspection. It shall be the duty of the person requesting any inspection required by this code to provide access & means for inspection of such work. A minimum of 24 hours notice is required for inspection requests.

R109.4.0 - Inspection Approval Required:

Work shall not be done beyond the point indicated in each successive inspection without first obtaining the approval of the building department. Any portions that do not comply shall be corrected & such portion shall not be covered or concealed until authorized by the building department.

Inspection Schedules:

Inspection Schedules:					
Building & Soil Erosion	Sam Ball		October thru April		Tuesday & Thursday
			May thru September		Monday thru Thursday
Electrical	Chad Kanouse		Wednesday & Friday		
Mechanical	Matt Schneider	Wednesday	&	Nick Gross	Monday
Plumbing	Nick Gross		Monday		



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Application Must Be Completed In Full & All Documents Obtained Before Submission

Incomplete Application and/or Missing Documents Will Be Returned

Work being completed by (circle one):	Property Owner	Contractor
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Job Location Information

Property ID/Tax ID Number			
Street Address	City	State	Zip Code
		MI	

Property Owner Information

Name	Phone Number	Email Address	
Mailing Address	City	State	Zip Code

Contractor Information

Name	Phone Number	Email Address	
Street Address	City	State	Zip Code
Contractor License Number	Contractor License Expiration Date		

Applicant Signature	Date

Checklist

Address (House Number) To obtain a new address, contact Equalization at 231.839.4967 ext. 211	YES	N/A
EGLE Permit 1. Wetlands 2. High risk erosion 3. Flood plain - To obtain permit, contact EGLE Cadillac at 231.775.3960	YES	N/A
Soil Erosion & Sedimentation Control Permit 1. Are disturbing soil withing 500' of a body of water. 2. Are disturbing more than 1 acre of land.	YES	N/A
Zoning Permit City of Lake City 231.839.4561 / City of McBain 231.825.2000	YES	N/A
Ordinance Letter (Lake Township) New construction and/or enlargements with Lake Township.	YES	N/A
Well Permit	YES	N/A
Septic Permit 1. New Construction (both). 2. Alteration or enlargement that creates additional bedroom(s) (septic only).	YES	N/A
Public Sewer Letter If connecting to public/municipal sewer.	YES	N/A
Deed/Land Contract/Lease 1. if the property was recently purchased. 2. If the property owner listed on the application is not the deed holder.	YES	N/A
One Set of Construction Documents (See page 2)	YES	N/A



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Construction Documents Must Include: One set of plans that include the following:

Demolition

☐	Confirmation letter/email of utility disconnection from utility company		
☐	Pictures of capped water & sewage/septic	☐	Waste & debris removal method & location
☐	Safety procedure plan	☐	Post demo site restoration plan

Residential Structures

☐	Footing/foundation plan (including anchor/strap points)	☐	Bearing & gable wall cross section
☐	Floor plan(s) with ALL rooms identified	☐	Elevations
☐	Roof load sheet & truss specifications	☐	Energy code worksheet
☐	Stair/deck/fire wall specifications		
Residential structures that are 3,500 sf of habitable space or greater will require engineered stamped plans			

Residential (HUD Single-Wide / Sectional Homes & State Approved Modular/Manufactured Homes)

☐	Footing/foundation plan (including anchor/strap points)	☐	Floor Plan
☐	Copy of Building Systems Approval Report and/or picture of Manufacturer Information Plate		
☐	Certificate of mobile home ownership (title)	☐	Completed checklist
Must comply with Missaukee County Mobile Home Ordinance 93-2 (handout available)			

Residential Pole Buildings

☐	Roof load sheet & truss specifications		
☐	Pole Building Plan & Specification Form and/or one set of detailed construction plans		
	and/or		
☐	One set of detailed construction plans including footing/foundation plan, uplift method, bearing & gable wall cross section, elevations, any stair/deck/fire wall specifications if applicable		
Engineered stamped plans may be required, see Note 2 on Pole Building Plan & Specification Form			

Residential Accessory Structures

☐	Stick Built - Detailed construction plans	☐	Pre-manufactured - Manufacturers specification sheet
☐	Footing/Foundation plan (including anchor/strap points)		
☐	Roof load sheet and/or Truss specifications		

Residential Deck/Porch

☐	Detailed drawings showing support beams, headers, joists & post sizes. Truss/rafter details if applicable		
☐	Footing details including depth, diameter, thickness & soil type		
☐	Cross section including attachment/connection method		

Non-Residential/Commercial Structures

☐	Two sets of engineered stamped drawings		
Must identify what is the intended use & what use group / What fire suppression system will be used			



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Type of Improvement (circle one)

Demolition	New Construction	Enlargement/Addition	Alteration
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Proposed Use of Building (circle one)

Residential

Single Family	Multi Family	Manufactured/Boca	Attached Garage
Detached Garage	Pole/Storage Building	Deck/Porch	Other_____

Non-Residential/Commercial

Business	Factory	Assembly	Util/Misc._____	Other_____
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Data Information

Story-1	sf	1/2 Bathroom(s)	qty	Deck/Porch-1	sf	Crawlspace	sf
Story-2	sf	Full Bathroom(s)	qty	Deck/Porch-2	sf	Post	sf
Attached Garage	sf	Bedroom(s)	qty	Deck/Porch-3	sf	Slab on Grade	sf
Basement	sf			Deck/Porch-4	sf	Monoslab	sf
Total	sf			Total	sf	Total	sf

Scope of Work: Describe in detail the work you will be performing

Building Official - Sam Ball

October thru March	Tuesday & Thursday
April thru September	Tuesday thru Thursday

No Friday Inspections

Please Allow 14 Business Days for Plan Review Turn Around
A Minimum of 24 Hours Notice is Required for Inspection Requests

Section 23a of the state code act of 1972, 1972PA 230, MCL 125.1523A, prohibits a person from conspiring to circumvent the licensing requirements of this state relating to the persons who are to perform work on a residential building or residential structure. Violators of section 23a are subject to civil fines.

Note: Work cannot commence until permit is obtained.

Note: Permit(s) shall be kept on-site until the completion of the project.

Note: Construction Documents so reviewed, shall be kept on-site & shall be open to inspection by the Building Official or duly authorized representative until completion of the project.

A building permit is not required for the following (as long as there are no structural changes):

1. Roofing 2. Siding 3. Windows 4. Doors



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Construction documents submitted with the application for permit shall be accompanied by a "site plan" showing the size & location of new construction & existing structures on the site & distances from "lot lines". In the case of demolition, the site plan shall show the structure to be demolished & the location & size of existing structure(s) that are to remain on the property. Also, indicate location of driveway access to the site from the road or street; location of all underground utilities; location of septic/well/sanitary sewer, etc. Additionally, the location of any natural features: ponds, rivers, streams within 500' of the soil disturbance.

If a separate site plan is attached, please check this box.

This image shows a full page of blank graph paper. The grid consists of small, equal-sized squares formed by thin gray lines. There are 20 columns and 20 rows of squares, creating a total of 400 square units. The grid covers the entire area of the page, leaving no margins or other markings.

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