

Arenac County Building Department
120 N Grove, P.O. Box 724, Standish, MI 48658
Ph: (989)846-9791 Fax: (989)846-9188

BUILDING PERMIT APPLICATION INSTRUCTIONS
Arenac County Building Department

PERMITS AND APPROVALS THAT MAY BE REQUIRED BEFORE YOU MAKE APPLICATION FOR YOUR BUILDING PERMIT:

- Zoning or Land Use Permit
- Subdivision Approval, if applicable
- Health Dept Permits (septic and/or well)
- Soil Erosion Sedimentation Control Permit (if you are disturbing any soil that is over an acre in size and/or within 500 feet of any natural body of water- i.e. lake, stream, county drain)
- Driveway Permit from the Arenac County Road Commission

It is the responsibility of the property owner to provide a copy of all the above documentation to the building department upon application for a building permit.

RESIDENTIAL STRUCTURES:

(one and two family residential with **less than** 3,500 square feet)

- Building Permit / Plan Review Application **AND Minimum of two (2) sets of plans that include the following:**
 1. Floor and foundation plans
 2. Roof and wall section (printout or sketch)
 3. Building elevations
 4. Site plan / ariel- type view of your property w/ current and expected buildings' locations in proximity to property lines and road/street.
(can be drawn on page 4 of application (IX) "Site or Plot Plan")
 5. Energy Code: analysis report of Michigan **Unified Energy Code** (MUEC) regarding complete energy requirements, or building plans showing compliance with prescriptive method

COMMERCIAL STRUCTURES:

(Including one & two family residential with **more than** 3,500 square feet)

- Building Permit / Plan Review Application
- Two (2) sets of plans and specifications, with original signature and seal of an architect or engineer registered with the State of Michigan.

POLE BUILDING STRUCTURES:

- Building Permit / Plan Review Application
- Two (2) sets of plans with foundation / wall / roofing specifications including hole depth, diameter & placement of posts; also roofing material to be used.

MOBILE AND PRE-MANUFACTURED HOMES:

- Building Permit / Plan Review Application

- Minimum of two (2) sets of plans for the foundation and the method of anchoring the unit to the foundation and the “print pack” from the manufacturer)
- Site plan (see instructions above located in the “residential structures” section #4)
- For Michigan approved pre-manufactured units; two copies of the Building System Approval Report and the approved plans.

INSTRUCTIONS FOR COMPLETING APPLICATION

Page 1: Be sure to complete the Property Tax ID# (it can be found on your tax bill and/or paid receipt). Complete all applicable sections. Note section 11(c). If the homeowner is doing the construction, enter “homeowner” in the contractor information space.

Page 2: Enter all applicable information. Note V(f) dimensions/data; be sure to complete 17-21. (floor area = square footage)

Page 3: Section VI: must be completed and *signed by the permit applicant*.
Section VII: To be completed by the Building Department.

BUILDING PERMIT FEES

Permit fees may be obtained from the Arenac County Building Department by calling (989) 846-9791 during normal workday hours, Tuesday, Wednesday, & Thursday from 9:00am to 4:30pm.

You will need to furnish the following information when calling:

- Total square footage of the structure
- Use group i.e., “R-3” for single family homes, “U” for detached utility structures, etc.
- Type of Construction, i.e. “5B” for wood frame. If you have questions regarding the use group & construction type, contact the Building Inspector.
- If you submit your building application and plans without all pertinent information filled in and/or without payment, the processing of the application may be delayed.

WHEN TO CALL FOR AN INSPECTION

Please call the building department (the telephone # listed above & on your permit) at least two (2) days prior to the time you need and inspection. A minimum of three (3) inspections are required on **most** structures, some projects will have more or less depending on the project. **It is the permit holder’s (contractor or homeowner’s) responsibility to call for inspections.**

- Footing Inspection: To be made after forms are set, re-bar supported in place, & before placing cement. (Pole buildings: after holes are dug, but before cement & posts are placed.)
- Foundation Inspection: To be made after the footings, walls, waterproofing and drain tile is installed. The building inspector may want to perform both a footing **and** back fill inspection.
- Insulation Inspection: To be made prior to interior finishes.
- Rough Inspection: To be made after the roof, all framing, fire stopping, bracing, electrical, mechanical and plumbing when applicable, and before the insulation is installed.
- Final Inspection: To be made upon completion of the building or structure, after other permits (electrical, mechanical &/or plumbing) are closed out **and before occupancy occurs.**