

## INFORMATION NEEDED WITH BUILDING PERMIT APPLICATION

1. Application for Zoning Plan Examination and Building Permit - \$35.00 application fee for Zoning Plan Examination. Building Permit fee separate – to be paid at time permit is issued/ready.
2. Provide Energy Code Compliant Report - Rescheck or compliance certificate. (if unable to provide this the Township will perform the review for the Contractor or Homeowner for a fee – see attached fee schedule on Building Permit Application).
3. Heating and Cooling System Efficiency Information – from Mechanical Contractor
4. One set of plans for all building. (Can be drawn by homeowner, builder, architect, etc...). Plans for residential construction over 3,500 square feet must be drawn by an architect or engineer licensed in Michigan and sealed and signed by same. All plans must be to scale. All plans must show footing, basement and floor(s). Plans shall also show insulation R-factor in ceiling and walls.
5. One site plan is required, indicating all structures and sizes, all setbacks, and new structure and additions as well as location of well(s), drain field(s), and septic tank(s) if applicable. It would be helpful if site plan is to scale.
6. Legal description of property involved and proof of ownership. (Preferably from deed).
7. Well and Septic Permit(s) are required with application (**actual permit(s)**). Contact Jackson County Health Department at (517) 788-4433, 1715 Lansing Ave, Suite 221, Jackson, MI 49202
8. Driveway Permit – contact Jackson County Road Commission at (517) 788-4230, 2400 Elm Road, PO Box 1125, Jackson, MI 49204. (A copy of paid receipt for culvert or signed statement from the Jackson County Road Commission that no culvert is required).
9. Soil Erosion Permit – contact Steven Hall at 517-768-1659, Jackson County Health Department, 1715 Lansing Ave, Suite 221, Jackson, MI 49202. For complete guide on application and other information go to [www.co.jackson.mi.us/hd](http://www.co.jackson.mi.us/hd).
10. Electrical, Mechanical, and Plumbing Permits are required if applicable. These permits are taken out at the Grass Lake Charter Township Office. **Electrical permits** – contact Consumers Energy for Energy Service Request #, 1-800-477-5050 or 1-800-805-0490.
11. Contractors License – if not already on file with the Township. A one time \$10.00 filing fee is required along with a copy of the current license through the State of Michigan, and corresponding form from the Township Office.

12. STICK BUILD HOMES ONLY – Building Plan Review – if the Building Inspector feels it necessary. An additional \$35.00 fee will be added to the permit cost.

**NOTES:**

1. The keeping of farm animals requires a minimum lot area of 5 acres.
2. Family or Foster Day Care licensed for the care of 7 or more children or elderly adults is subject to conditional use review.
3. Electrical, Mechanical and Plumbing rough inspections must be approved by the inspectors before calling for rough framing inspection.
4. Proof of safe Coli-form Bacteria water sample must be received before a Certificate of Occupancy will be issued.
5. **Agricultural Building Compliance Application: An Agriculture Building being built for agriculture purpose of the land that would be exempt from compliance with the construction code provisions needs to complete an application and pay the Zoning Fee and Base Fee. No inspection fees are required.**

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