



BUILDING PERMIT CHECKLIST

City of Mt. Pleasant, Department of Building Safety
Brian Kench, Building Official
320 W. Broadway Street
Mt. Pleasant, MI 48858
Phone (989) 779-5301
Email: bkench@mt-pleasant.org

An application for a building permit shall be submitted along with the following information. Work may not be started until approval is granted and the permit issued. The permit shall be displayed in a prominent location on the site until final approval is granted by the Department.

CHECK ALL THAT APPLY PROJECT _____ Residential Commercial

- 1. **ADDRESS** - A request for new address shall be made to the Department of Building Safety at the time of the permit application for a new building.
- 2. **SITE PLAN** shall be provided with all of the information prescribed on the permit application to verify compliance with the City's zoning standards. Projects requiring formal site plan approval before the Planning Commission shall include a signed copy of the approve site plan with the permit application.
- 3. **PROPERTY TAX IDENTIFICATION NUMBER** shall be provided on the permit application.
- 4. **PUBLIC UTILITIES** - A copy of all Department of Public Works (DPW) permits shall be provided for water, sewer and storm water connections.
- 5. **STORM WATER PERMIT**-A copy of the Storm Water Permit shall be submitted for all construction projects where there is an earth change. Residential projects that disturb less than 200 square feet of land area may be exempt from this requirement (54.03 CC). Residential Project
Size of Earth Change _____ Ft²
- 6. **DRIVEWAY PERMITS** - A copy of the DPW permit authorizing work within City's right-of-way shall be provided for all new and/or alerted driveways. Questions may be directed to Department of Public Works at (989) 779-5401. Alterations with a MDOT or a County right-of-way shall be obtained from those agencies. Copies of those permits shall be included with the application for a building permit.
- 7. **SOIL EROSION AND SEDIMENTATION CONTROL (SESC)** - Will your project involve an earth change within 500 feet of a river, open drain or disturb more than 1-acre of land area **YES or NO**
If yes, copies of the permit issued by Isabella County shall be filed with the permit application. Questions may be directed to Bob Tillman at (989) 317-4063 or btillman@isabellacounty.org
- 8. **DEQ PERMITS** - Will the project involve work in the regulated Floodplain and/or a wetland **YES or NO**
If yes, copies of the permits issued by M-DEQ shall be filed with the permit application.
- 9. **ELECTRICAL, PLUMBING AND MECHANICAL PERMITS**-Separate permits shall be obtained from Isabella County Department at 200 N Main Street.
- 10. **BLUE PRINTS AND/OR DRAWINGS** - 3 Sets shall be provided with permit application
 - Plans to bear the seal & signature of the registered design professional for all commercial work
 - Plans to be to drawn to scale
 - All rooms and spaces shall be designated as to use (*Kitchen, Bath, etc*)
 - Design loads with structural calculations shall be provided
 - Plans shall indicate the size and type of all structural components
 - Building elevations shall be provided
 - Building/wall sections shall indentify all building components from the footing to the roof system
 - Demonstrate compliance with the State Energy Code (Rescheck or other)
 - Truss Drawings to be filed with permit when applicable or truss data affidavit

APPLICANT _____ DATE _____

CODES IN EFFECT

The 2012 Michigan Building Code/reference standards went into effect October 9, 2014.
The 2012 Michigan Rehab. Code for Existing Buildings went into effect October 9, 2014
The 2009 ICC/ANSI A117.1 accessibility standards went into effect March 9, 2011.
The 2012 Michigan Mechanical Code went into effect September 27, 2013.
The 2012 Michigan Plumbing Code went into effect January 17, 2014.
The 2014 Michigan Electrical Code went into effect June 18, 2015.
The 2009 International Fuel Gas Code went into effect October 21, 2010
The 2012 International Fire Code with Appendices - Adopted by City September 22, 2008.

DEPT of PUBLIC SAFETY (DPS) 804 E High FAX (989) 773-4020

FIRE SAFETY

Rick Beltinck, Chief	(989) 779-5122	rbeltinck@mt-pleasant.org
Randy Keeler, Lieutenant	(989) 779-5122	rkeeler@mt-pleasant.org

DEPT of PUBLIC WORKS (DPW) 1303 N Franklin FAX (989) 773-6250

John Zang, Director	(989) 779-5402	jzang@mt-pleasant.org
Stacie Tewari, PE	(989) 779-5404	stewari@mt-pleasant.org

ELECTRICAL, PLUMBING & MECH. 200 N MAIN FAX (989) 775-6681

Lisa Hoisington, Support Staff	(989) 317-4063	lhoisington@isabellacounty.org
Tim Wardwell, Electrical Inspector	(989) 317-4065	twardwell@isabellacounty.org
Nathan Calkins, Plumbing & Mech.	(989) 317-4064	ncalkins@isabellacounty.org

LARA 2501 Woodland Circle, Okemos FAX (517) 241-9570

LICENSING AND REGULATORY AFFAIRS

Administration	(517) 241-9302	www.michigan.gov/lara
Boiler Division	(517) 241-9334	
Elevator Safety Division	(517) 241-9337	

FLOODPLAIN QUESTIONS

Les Thomas , MDEQ	(517) 335-3448	www.michigan.gov/deq
Brian Kench, Floodplain Adm.	(989) 779-5301	bkench@mt-pleasant.org

NESHAP

Department of Environmental Quality (DEQ) Asbestos NESHAP Program - The Air Quality Division (AQD) of the DEQ is delegated to implement the National Emission Standards for Hazardous Air Pollutants (NESHAP) program for asbestos in the state of Michigan.

(517) 335-3448	www.michigan.gov/deq
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OTHER AGENCIES, UTILITIES & MDOT

DTE	(800) 477-4747	www.dteenergy.com
MISS DIG	811	
CONSUMERS ENERGY	(800) 477-5050	www.consumersenergy.com
MDOT	(989) 775-6104, ext. 305	Ben Burrows
CENTRAL MI DIST. HEALTH	(989) 773-5921	www.cmdhd.org
ISABELLA COUNTY ROAD COMM.	(989) 773-7131	