



**BUILDING PERMIT CHECKLIST**

City of Mt. Pleasant • Building Safety Department  
320 W. Broadway Street, Mt. Pleasant, MI 48858  
(989) 779-5347 • [www.mt-pleasant.org](http://www.mt-pleasant.org)  
Email: [bkench@mt-pleasant.org](mailto: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.

PROJECT ADDRESS: \_\_\_\_\_  Residential  Commercial

**CHECK ALL THAT APPLY**

- 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 approved 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 \_\_\_\_\_ Ft<sup>2</sup>
- 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 altered 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 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](mailto:btillman@isabellacounty.org)
- 8. **DEQ PERMITS** - Will the project involve work in the regulated Floodplain and/or a wetland **YES 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 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 identify 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

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2015 Michigan Building Code/reference standards went into effect April 20, 2017  
2009 ICC/ANSI A117.1 accessibility standards went into effect April 20, 2017  
2015 ANSI/ASHRAE/IESNA 90.1-2013 went into effect September 20, 2017  
2015 Michigan Plumbing Code went into effect April 20, 2017  
2015 Michigan Rehab. Code for Existing Buildings went into effect April 20, 2017  
2012 International Fire Code with Appendices went into effect May 11, 2016  
2015 Michigan Residential Code went into effect February 8, 2016  
2015 Michigan Energy Conservation Code went into effect September 20, 2017  
2014 Michigan Electrical Code went into effect June 18, 2015  
2015 Michigan Mechanical Code went into effect April 12, 2017 2012

### DEPT of PUBLIC SAFETY (DPS)

804 E High

FAX (989) 773-4020

#### FIRE SAFETY

Rick Beltinck, Chief

(989) 779-5122

[rbeltinck@mt-pleasant.org](mailto:rbeltinck@mt-pleasant.org)

Randy Keeler, Lieutenant

(989) 779-5122

[rkeeler@mt-pleasant.org](mailto: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](mailto:jzang@mt-pleasant.org)

Stacie Tewari, PE

(989) 779-5404

[stewari@mt-pleasant.org](mailto:stewari@mt-pleasant.org)

### ELECTRICAL, PLUMBING & MECH. 200 N MAIN

FAX (989) 775-6681

Lisa Hoisington, Support Staff

(989) 317-4063

[lhoisington@isabellacounty.org](mailto:lhoisington@isabellacounty.org)

Tim Wardwell, Electrical Inspector

(989) 317-4065

[twardwell@isabellacounty.org](mailto:twardwell@isabellacounty.org)

Nathan Calkins, Plumbing & Mech.

(989) 317-4064

[ncalkins@isabellacounty.org](mailto:ncalkins@isabellacounty.org)

### LARA

2501 Woodland Circle, Okemos

FAX (517) 241-9570

#### LICENSING AND REGULATORY AFFAIRS

[www.michigan.gov/lara](http://www.michigan.gov/lara)

Administration

(517) 241-9302

Boiler Division

(517) 241-9334

[Elevator Safety Division](#)

(517) 241-9337

### FLOODPLAIN QUESTIONS

[Les Thomas](#), MDEQ

(517) 335-3448

[www.michigan.gov/deq](http://www.michigan.gov/deq)

Brian Kench, Floodplain Adm.

(989) 779-5301

[bkench@mt-pleasant.org](mailto: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](http://www.michigan.gov/deq)

### OTHER AGENCIES, UTILITIES & MDOT

DTE

(800) 477-4747

[www.dteenergy.com](http://www.dteenergy.com)

MISS DIG

811

CONSUMERS ENERGY

(800) 477-5050

[www.consumersenergy.com](http://www.consumersenergy.com)

MDOT

(989) 775-6104, ext. 305

Ben Burrows

CENTRAL MI DIST. HEALTH

(989) 773-5921

[www.cmdhd.org](http://www.cmdhd.org)

ISABELLA COUNTY ROAD COMM.

(989) 773-7131