



**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](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.

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 \_\_\_\_\_ 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 alerted driveways. Questions may be directed to Department of Public Works at (989) 779-5101. 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](mailto: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 2015 Michigan Building Code/reference standards went into effect April 20, 2017.  
The 2015 Michigan Rehab. Code for Existing Buildings went into effect April 20, 2017.  
The 2015 ICC/ANSI A117.1 accessibility standards went into effect April 20, 2017.  
The 2015 Michigan Mechanical Code went into effect April 12, 2017.  
The 2015 Michigan Plumbing Code went into effect April 20, 2017.  
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 May 11, 2016.

## 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 |                       |
| <a href="#">Elevator Safety Division</a> | (517) 241-9337 |                       |

## FLOODPLAIN QUESTIONS

|                                   |                |                        |
|-----------------------------------|----------------|------------------------|
| <a href="#">Les Thomas</a> , 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 |
|----------------|----------------------|

## 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           |                         |