

Newaygo County Building Department

306 North Street,, PO Box 885, White Cloud, MI 49349 (231) 689-7216 FAX (231) 689-7219
Office Hours: 8:00 a.m. -- Noon and 1:00 p.m. -- 4:00 p.m.

Building Permit Information & Instructions

When is a Building permit required?

- One is required before any construction, enlargement, alteration, total removal or demolition is started.
 - When the principle use of the building changes.
- A permit is NOT required for ordinary repairs or for improvements that do not affect the integrity of the structure.

Why is a Building permit required?

The State Construction Code Act of 1972 (the Stille-DeRossett-Hale Single State Construction Code Act) purpose is to insure public safety, health and welfare of the residents.

Do you need a license to secure a Building permit?

Building permits may be obtained by either a licensed contractor or a homeowner doing **his own work**, in a single family dwelling, which he owns and is living in or is about to occupy.

INSTRUCTION TO APPLICANTS FOR BUILDING PERMITS

- The following approvals **must be submitted** with your application for a building permit.
1. **A signed Zoning Compliance Permit** must be obtained from your township or city Zoning Official. Permits must list **all** work that is to be undertaken and covered by the building permit. If no zoning approval is necessary according to the zoning ordinance, a written statement stating such is required from the Zoning Official.
 2. **Permit for a Septic System or Municipal Sewer Hook-Up** issued by the District #10 Health Department or City, where applicable. Health Department (231) 355-7537
 3. **Permit for Water Well or Municipal Water Hook-Up** issued by the District #10 Health Department or City, where applicable. Health Department (231) 355-7537
 4. **Application for Building Permit** that is obtained from the Newaygo County Building Department or online at www.countyofnewaygo.com (click on Departments, then to Public Offices and then click on Building Inspector). Additional information or approvals **may be** necessary to issue the permit and must be included with the application if required.
 - a.) **Address for Property** - If you do not have an address for your property, contact the Newaygo County Equalization Department at (231) 689-7244.
 - b.) **Soil Erosion Permit** - If proposed construction is within 500 feet of a river, lake, stream, or drain, you must contact the Newaygo County Drain Commissioner's Office at (231) 689-7213
 - c.) **Driveway Permit** - Check with the Newaygo County Road Commission to determine if a permit is necessary at (231) 689-6682.
 - d.) **Health Department Approval** – Check with the Health Dept. on **all** new construction prior to obtaining the building permit at (231) 355-7537 or the city you reside in.
 - e.) **Flood plain or Wetland** – DNRE (Department of Natural Resources & Environment) permit required at (616) 356-0500.
 - f.) **Energy Code (Insulation)** If Energy code calculations are required, contact our office for the appropriate forms and further information. Information must be noted on material list **before** plans can be reviewed.
 5. **Working Plans or Blueprints** in duplicate, one set for the Building Department and the other to be retained on the job site. Plans should show details of typical construction. **Note:** If engineered floor or roof trusses are used, truss drawings sealed by an architect or engineer must be submitted at time of application. Truss drawings may be obtained from your truss supplier. **All residential construction, over 3500 square feet, are required to bear the embossed seal and signature of a registered professional architect or engineer as required by Act 240 of the Public Acts of 1937.**

**Newaygo County Building Department Office Hours:
Monday – Friday 8:00 am to 12:00 pm and 1:00 pm to 4:00 pm at (231)689-7216.**

Inspector Information:

Building Official / Inspector:	Fritz Pins	Hours: Mon - Fri 8:00am – 10:00am
Electrical Inspector:	Tony Ramon	Hours: Mon & Wed 8:00am - 9:00am
Mechanical Inspector:	Rich Story	Hours: Wed 8:00am – 9:00am
Plumbing Inspector:	Rich Story	Hours: Wed 8:00am – 9:00am

**REQUIRED INSPECTIONS:
(after a Building permit is issued)**

- 1. Building:** **Footing** – after forms and re-rod are set.
Foundation – must be inspected after concrete is poured, foundation walls are sealed and insulated (if not insulating interior), and after drain tile if needed, but **before** backfill.
Rough In / Framing – must be inspected **before** covering the inside walls and ceilings.
Final Building – all other final inspections must be completed prior to the building inspection.
- 2.Plumbing:** **Underground** – prior to covering.
Rough-In – before covering any piping.
Final – when all work is finished.
- 3.Electrical:** **Service** – temporary or permanent installed.
Rough In – before covering any wiring (drywall or insulation).
Final – when all work is finished, to include the hanging of all of the fixtures and cover plates.
- 4. Mechanical:** **Underground** – prior to covering.
Rough In - before concealing venting and piping.
Final – when all work is finished, including registers.

NOTE: All final inspections must be made, approvals received, and a Certificate of Occupancy must be obtained before moving into the building. Those in violation will be charged an Administrative Fee of \$100.

PERMIT RELATED PHONE NUMBERS

Newaygo County Safety & Building Permits	(231) 689-7216
District #10 Health Department	(231) 355-7537
Newaygo County Equalization Department	(231) 689-7244
Newaygo County Road Commission	(231) 689-6682
Newaygo County Drain Commissioner	(231) 689-7213
DEQ	(616) 356-0030
Consumers Energy	(231) 924-6567 Fremont Office
Consumers Energy	(231) 796-3965
Great Lakes	(231) 652-1651 Newaygo Office
Great Lakes	(800) 442-2796 Hart Office
City of Fremont Offices	(231) 924-2101
City of Grant Offices	(231) 834-7904