

REQUIRED for a Building Permit

1. All building permits (including demolition) require zoning approval.
2. All permits require an address.

To have an address assigned, contact Equalization at (231) 689-7244.

3. Septic permits are required on the following:

- New homes, relocated houses, modular/mobile homes
- Replacing an old mobile home with a new mobile home
- Building anything on a lakefront or river property
- Adding bedrooms

If in doubt, or to obtain well & septic permits, contact Environmental Health at (231) 355-7537.

4. Soil & Erosion permits are required when:

- Building within 500 ft. of a lake, stream, river, pond, or county drain.
- Moving more than an acre of ground.

If in doubt, or to obtain soil & erosion permits, contact the Drain Commission office at (231) 689-7213.

5. Truss prints, plans, and/or drawings.
6. For mobile homes a post/pier plan.
7. For new homes a REScheck report is required.

*Also note will need **blower door test** before C/O, and **J or S sheet** for mechanical permit.*

DATE _____
 FEE \$ _____
 CASH / CHECK / CC _____
 RECEIPT # _____
 PERMIT # _____

BUILDING PERMIT APPLICATION
 NEWAYGO COUNTY BUILDING DEPARTMENT
 PO BOX 885, 306 S NORTH ST
 WHITE CLOUD, MI 49349
 PHONE (231) 689-7216 FAX (231) 689-7219
www.countyofnewaygo.com/BuildingInspector.aspx

Authority: 1972 PA 230 Penalty: Failure to provide the information may result in denial of your request.	IS PROPERTY LAKEFRONT? YES NO WITHIN 500 FT OF RIVER, LAKE OR DRAIN? YES NO
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Project or Facility Information			
PROJECT NAME		ADDRESS	
NAME OF CITY, VILLAGE OR TOWNSHIP IN WHICH JOB IS LOCATED		CITY	ZIP CODE
☐ City ☐ Village ☐ Township OF:			
COUNTY	BETWEEN	AND	

Applicant				
NAME		E-MAIL		
ADDRESS	CITY	STATE	ZIP CODE	TELEPHONE NUMBER (Include Area Code)

Owner or Lessee			
NAME		ADDRESS	
CITY	STATE	ZIP CODE	TELEPHONE NUMBER (Include Area Code)

Signature
I HEREBY CERTIFY ALL INFORMATION SUBMITTED ON THIS APPLICATION IS ACCURATE TO THE BEST OF MY KNOWLEDGE. I FURTHER CERTIFY COMPLIANCE WITH MCL 125.1510(2).

Section 23a of the state construction code act of 1972, 1972 PA 230, MCL 125.1523a, prohibits a person from conspiring to circumvent the licensing requirements of this state relating to persons who are to perform work on a residential building or a residential structure. Violators of section 23a are subjected to civiles.

SIGNATURE	DRIVERS LICENSE #	DATE
CERTIFICATE OF OCCUPANCY ☐ YES ☐ NO		PROJECT DESCRIPTION
		COST OF IMPROVEMENTS \$ _____

Validation - For Department Use Only	VALIDATION AREA
USE GROUP _____ TYPE OF CONSTRUCTION _____ SQUARE FEET _____ ROLLED PLANS _____ SPEC BOOK _____ REQUIRED PERMITS: ELECTRICAL _____ MECHANICAL _____ PLUMBING _____ INSPECTIONS: FOOTING _____ FOUNDATION _____ ROUGH _____ FINAL _____ PROGRESS _____ SPECIAL _____ TOTAL PERMIT FEE \$ _____ APPROVAL SIGNATURE _____ DATE _____	DRAIN COMMISSIONER DATE APPROVED _____ BY _____ ENVIRONMENTAL HEALTH DATE APPROVED _____ BY _____

Contractor			
NAME		ADDRESS	
CITY	STATE	ZIP CODE	TELEPHONE NUMBER (Include Area Code)
BUILDERS LICENSE NUMBER			EXPIRATION DATE
FEDERAL EMPLOYER ID NUMBER (or reason for exemption)		WORKERS COMP INSURANCE CARRIER (or reason for exemption)	
UNEMPLOYMENT INSURANCE AGENCY EMPLOYER ACCOUNT NUMBER (or reason for exemption)			

Type of Improvement				
☐ NEW BUILDING	☐ ALTERATION	☐ DEMOLITION	☐ FOUNDATION ONLY	☐ RELOCATION
☐ ADDITION	☐ REPAIR	☐ MOBILE HOME SET-UP	☐ PREMANUFACTURE	☐ OTHER

Plan Review Required
2 sets of construction documents are required with each application for a permit.
Construction documents must be sealed and signed by an architect or professional engineer in accordance with 1980, PA 299 as amended. The seal and signature is not required for one and two family dwellings less than 3,500 square feet of calculated floor area and public works less than \$15,000 in total construction cost.
For buildings regulated by the Michigan Building Code, 2 sets of construction documents must be submitted with a separate Application for Plan Examination, the appropriate fee, and approved before a building permit can be issued.

Residential - Buildings Regulated by the Michigan Residential Code		
☐ ONE FAMILY	☐ TOWNHOUSE	☐ DETACHED GARAGE
☐ TWO OR MORE FAMILY	NO. OF UNITS _____ ☐ ATTACHED GARAGE	☐ OTHER _____
NO. OF UNITS _____		

Buildings Regulated by the Michigan Building Code		
☐ (A-1) ASSEMBLY (THEATRES, ETC.)	☐ (H-1) HIGH HAZARD (DETONATION)	☐ (M) MERCANTILE
☐ (A-2) ASSEMBLY (RESTAURANTS, BARS, ETC.)	☐ (H-2) HIGH HAZARD (DEFLAGRATION)	☐ (R-1) RESIDENTIAL 1 (HOTELS, MOTELS)
☐ (A-3) ASSEMBLY (CHURCHES, LIBRARIES, ETC.)	☐ (H-3) HIGH HAZARD (COMBUSTION)	☐ (R-2) RESIDENTIAL 2 (MULTIPLE FAMILY)
☐ (A-4) ASSEMBLY (INDOOR SPORTS, ETC.)	☐ (H-4) HIGH HAZARD (HEALTH HAZARD)	☐ (R-3) RESIDENTIAL 3 (1 & 2 FAMILY)
☐ (A-5) ASSEMBLY (OUTDOOR SPORTS, ETC.)	☐ (H-5) HIGH HAZARD (HPM)	☐ (R-4) RESIDENTIAL 4 (ASSISTED LIVING)
☐ (B) BUSINESS	☐ (I-1) INSTITUTIONAL 1 (SUPERVISED)	☐ (S-1) STORAGE 1 (MODERATE HAZARD)
☐ (E) EDUCATION	☐ (I-2) INSTITUTIONAL 2 (HOSPITALS ETC.)	☐ (S-2) STORAGE 2 (LOW HAZARD)
☐ (F-1) FACTORY (MODERATE HAZARD)	☐ (I-3) INSTITUTIONAL 3 (PRISONS ETC.)	☐ (U) UTILITY (MISCELLANEOUS)
☐ (F-2) FACTORY (LOW HAZARD)	☐ (I-4) INSTITUTIONAL 4 (DAY CARE ETC.)	

WILL THERE BE FIRE SUPPRESSION? ☐ YES ☐ NO SCOPE OF WORK?		
Type of Construction		
☐ 1A - Non Combustible (Protected Structural Elements) 3HR	☐ 1B - Non Combustible (Rated Structural Elements) 2HR	☐ 2A - Non Combustible (Rated Structural Elements) 1HR
☐ 2B - Non Combustible (Non Rated Structural Elements)	☐ 3A - Non Combustibles (Exterior Walls Only)	☐ 3B - Non Combustible (Bearing Walls Rated)
☐ 4 - Heavy Timber	☐ 5A - Combustible (Structural Elements Rated) 1HR	☐ 5B - Combustible (All Elements Not Rated)

C. Dimensions / Data				
FLOOR AREA:	EXISTING	ALTERATIONS	NEW	
BASEMENT	_____	_____	_____	
1ST FLOOR	_____	_____	_____	NUMBER OF BEDROOMS _____
2ND FLOOR & ABOVE	_____	_____	_____	
TOTAL AREA	_____	_____	_____	MOBILE HOME BOCA _____ HUD _____

This image shows a full page of blank graph paper. The grid consists of small, equal-sized squares formed by thin black lines. There are no margins, text, or other markings on the page.

Expiration of Permit: ALL PERMITS EXPIRE AFTER 1 YEAR FROM THE DATE IT WAS ISSUED. A permit shall become invalid if the authorized work is not commenced within 180 days after issuance of the permit or if the authorized work is suspended or abandoned for a period of 180 days after the time of commencing the work. **A PERMIT WILL BE CLOSED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN 180 DAYS OF THE DATE OF ISSUANCE OR THE DATE OF A PREVIOUS INSPECTION. CLOSED PERMITS CANNOT BE REFUNDED.**

General: Building work shall not be started until the application for permit has been approved and issued. All installations shall be in conformance with the Michigan Building Codes. **No work shall be concealed until it has been inspected. When ready for an inspection, call the office with the job location or permit number to schedule, providing as much advance notice as possible.**

Newaygo County Materials Review Sheet --House

Roof:

Pitch - _____
 Shingles - _____
 Felt - _____
 Ice Barrier - _____
 Roof Sheathing - _____
 Truss - Yes _____ No _____
 If No Answer The Following

Rafter Size - _____
 Rafter Spacing - _____
 Rafter Clear Span - _____
 Rafter Species - _____
 Ridge - _____
 Ceiling Joist Size - _____
 Ceiling Joist Spacing - _____
 Ceiling Joist Species - _____

Insulation - _____
 Roof Ventilation - _____

Walls:

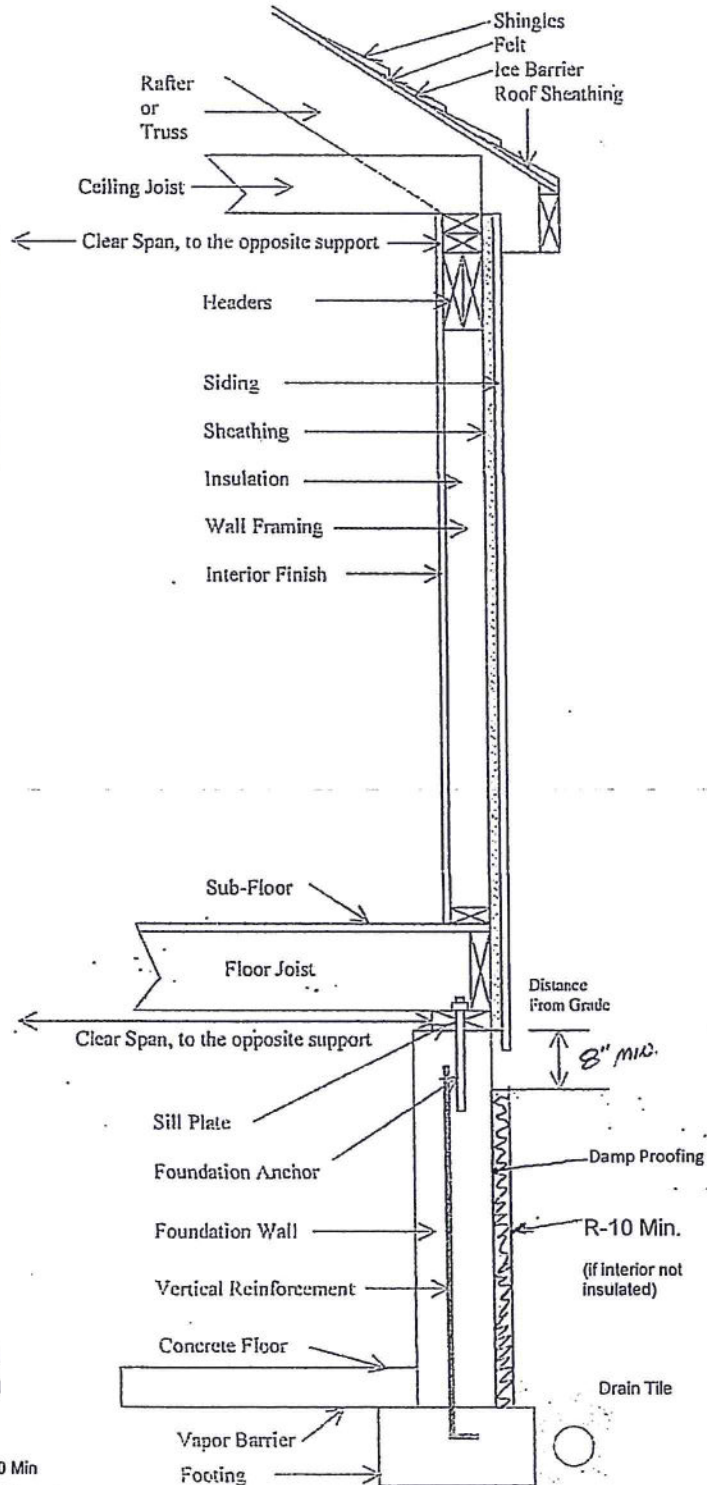
Siding _____ House Wrap _____
 Sheathing - _____
 Insulation - _____
 Walls Framing - _____
 Headers - _____
 Interior Finish - _____
 Ceiling Height - _____

Floor:

Sub-Floor - _____
 Floor Joist Size - _____
 Floor Joist Spacing - _____
 Floor Joist Clear Span - _____
 Floor Joist Species - _____
 Beam Type & Size - _____
 Distance From Grade - _____

Foundation:

Anchor Type - _____
 Anchor Spacing - _____
 Sill Plate - _____
 Poured Wall Size - _____
 Block Wall Size - _____
 Vertical Reinforcement - # _____ - _____ O.C.
 Concrete Floor Thickness - _____
 Vapor Barrier - _____ 6 Mil
 Column Pad Size - _____ x _____ x _____
 Column Spacing - _____
 Footing Width - _____ 16" Min
 Footing Height - _____ 8" Min
 Footing Depth Below Grade - _____
 Crawl Space Insulation - _____
 Basement Insulation - _____ R-10 Min
 Egress Windows - _____ 5.7 Sq Ft opening



All information is required to produce a permit

Residential Garages & Accessory Structures

Roof Pitch - _____
Roof Covering - _____
Underlayment - _____

SIZE _____ FT X _____ FT
 WIDTH LENGTH
SIDE WALL HEIGHT _____ FT.

Roof Deck - _____

Trusses - Yes - _____ No - _____
If No Fill In The Following;

Size Of Ridge - _____
Size Of Rafters - _____
Rafter Species Of Lumber - _____
Rafter Spacing - _____
Ceiling Joist - _____

Wall Materials

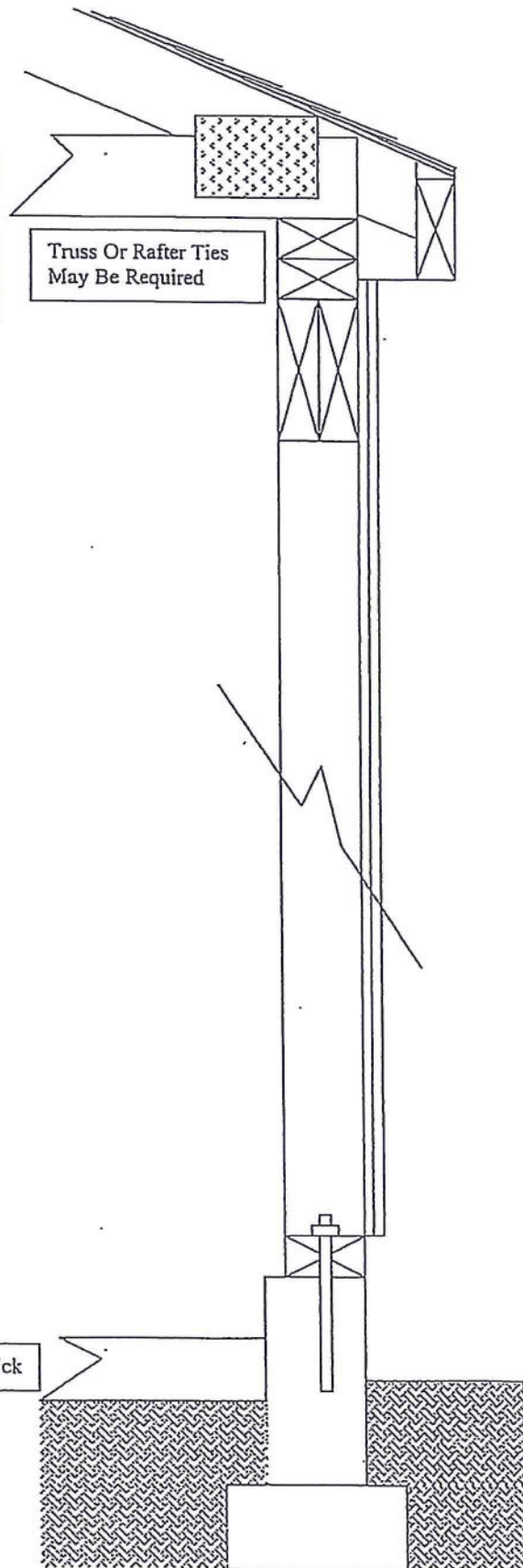
Size Of Studs - _____
Top Plates - _____
Bottom Plates - _____
Stud Spacing - _____
Garage Door Header - _____
Garage Door Header Span - _____
Service Door - _____
Service Door Header Span - _____
Window Header - _____
Window Header Span - _____
Insulation Type - _____
Interior Finish - _____
Sheathing - _____
Siding - _____

Foundation

Foundation Anchor Type - Bolt _____ Strap _____
Foundation Anchor Spacing - _____
Foundation Size - _____
Footing Width - _____
Footing Depth - _____

Concrete Slab-On-Ground Floors Shall Be A Minimum 3 1/2 Inches Thick

Attached Garages And Other Attached Accessory Structures Shall Have Exterior Footings And Foundation Systems That Extend 42 Inches Below Actual Grade. Detached Garages And Other Accessory Structures That Exceed 400 Square Feet Shall Have Exterior Footings And Foundation Systems That Extend 42 Inches Below Actual Grade.



Newaygo County Pole Barn Materials worksheet

Barn Size _____ X _____

Roof Covering- _____

Roof Deck- _____

Roof Pitch _____

Truss Or Rafter Ties May Be Required

Trusses: Yes _____ No _____
If no fill out rafter information below

Truss/Rafter Block Size: _____

Rafter Size: _____

Rafter Spacing: _____

Ridge Size: _____

Ceiling Joist Size: _____

Ceiling Joist Spacing: _____

Pole Size: _____

Pole Spacing: _____

Ceiling Height: _____

Roof Peak Height: _____

Insulation Materials: _____

Finish Materials: _____

Carrier Size- _____

Wall Purlins- _____

Type Of Siding- _____

Skirt Board Size - _____

Concrete Slab Floor Thickness - _____ Inches

All Concrete Footings Shall Be Mixed With Clean Water Outside Of The Hole

Depth Below Grade- _____ Inches
Minimum 42 inches deep

Footing Height - _____ Inches

Footing Width- _____ Inches

All information is required to produce permit

Newaygo County Residential Deck Materials Worksheet

Guards are required if the floor is 30 inches or more off the ground. Openings shall be sized so a 4 inch sphere will not pass through.

Stair treads may not be open if any step is more than 30 inches from ground or landing

Deck Size _____

Floor Joist Clear Span - _____

Floor Joist Size - _____

Floor Joist Species Of Lumber - Ponderosa Pine - _____
Southern Yellow Pine - _____
Other - _____

Floor Joist Spacing - _____

Deck Floor Material - _____

Carrier/Beam Size - _____

Carrier/Beam Species Of Lumber - Ponderosa Pine - _____
Southern Yellow Pine - _____
Other - _____

Is The Deck Attached To The House - Yes- _____ No - _____

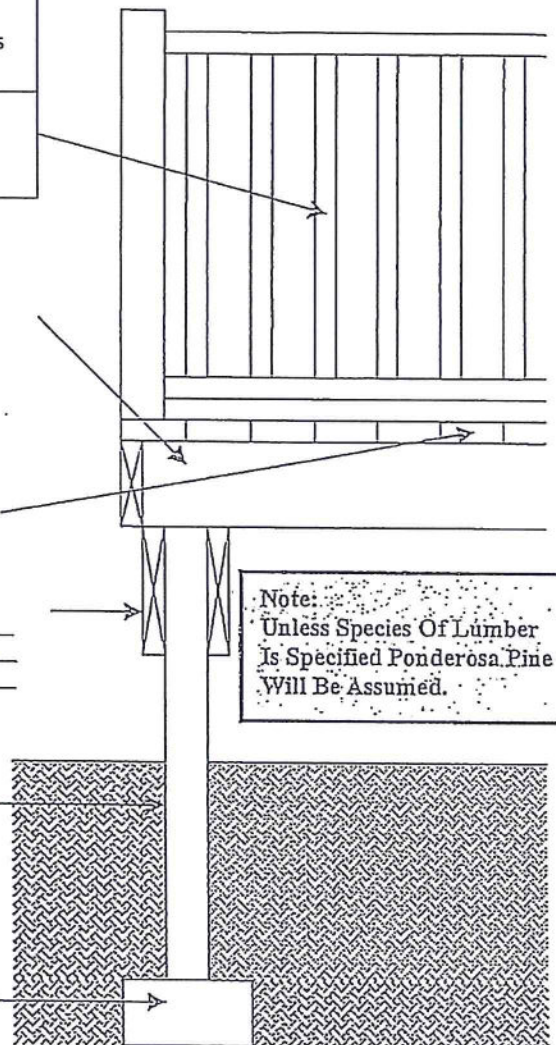
Post Size - _____

Post Spacing- _____ Feet _____ Inches

Footing Depth Below Grade -- _____ Inches

Footings - Width _____ Height _____

Use Back Of Sheet For A Plan View Of The Deck



Note:
Unless Species Of Lumber
Is Specified Ponderosa Pine
Will Be Assumed.

Deck Stairways

Stairways Shall Not Be Less Than 36 Inches In Clear Width. The Maximum Riser Height Shall be 8 1/4 Inches And The Minimum Tread Depth Shall Be 9 Inches.

Deck Stairway Handrails

All Required Handrails Shall Be Continuous The Full Length Of Stairways With 3 Or More Risers On At Least 1 Side Of Stairways. Handrails Shall Be Placed Not less Than 34 Inches Or More Than 38 Inches Above The Nosing Of The Treads. The Handgrip Portion Of Handrails Shall Have A Circular Cross Section Of 1 1/4 Inches Minimum To 2 5/8 Inches Maximum. Other Handrail Shapes That Provide An Equivalent Grasping Surface Are Permissible. Edges Shall Have A Minimum Radius Of 1/8 Inch. Open Sides Of Stairs With A Total Rise Of More Than 30 Inches Above The Floor Or Grade Below Shall Have Guards Not Less Than 34 Inches In Height Measured Vertically From The Nosing Of The Treads.