

LAKE COUNTY BUILDING DEPARTMENT
REQUIRED DOCUMENTATION

**PLEASE TRY TO APPLY FOR YOUR BUILDING
PERMIT 2 WEEKS PRIOR TO STARTING DATE**

1. **IF YOU ARE THE HOMEOWNER APPLYING FOR A PERMIT, A REAL ESTATE SUMMARY SHEET SHOWING PROOF OF OWNERSHIP IS REQUIRED. THIS SHEET MAY BE OBTAIN FROM THE EQUALIZATION DEPARTMENT.**

2. **ADDRESS: EQUALIZATION DEPT. LAKE CO. COURTHOUSE 231-745-2723.**

3. **LAND-USE PERMIT: FOR THE FOLLOWING LOCALLY ZONED TOWNSHIPS:**

LAKE TOWNSHIP	Bob Way	231-898-3189
<i>Friday, Saturday & Monday (8:30 a.m. - 11:30 a.m.)</i>		
PEACOCK TOWNSHIP	Dave Lenkiewicz	231-729-3374
PLEASANT PLAINS TOWNSHIP	Bob Sanders	231-745-2949
<i>Wednesday (3:00 p.m. - 7:00 p.m.) & Saturday (12:00 p.m.- 4:00 p.m.)</i>		
SAUBLE TOWNSHIP	Jeremy Jett	636-345-7084
SWEETWATER TOWNSHIP	Tom Serocynski	231-898-3185
WEBBER TOWNSHIP	Ernie Wogatzke	231-745-3471, Ext. 226
<i>Monday & Tuesday (9:00 a.m. - 1:00 p.m.) and Saturday (9:00 a.m. - 12:00 p.m.)</i>		
YATES TOWNSHIP	John Barnett	231-598-0850
VILLAGE OF BALDWIN	Bob Toeland	231-745-3587
VILLAGE OF LUTHER	Christina Treiber	231-878-2135

4. **HEALTH DEPARTMENT FOR BOTH WELL & SEPTIC PERMITS:
GARY HESSELINK, 231-745-4663, Ext. 1040**

5. **BUILDING PERMIT APPLICATION**

6. **COMMERCIAL PROJECTS AND PROJECTS REGULATED BY THE MBC 2009:
SUBMITTAL OF CONSTRUCTION DOCUMENTS AND DRAWINGS SHALL BE PREPARED BY OR UNDER THE DIRECT SUPERVISION OF A REGISTERED DESIGN PROFESSIONAL. 106.1 M.R.C.**

7. **TRUSS CERTIFICATION OR ROOF LOADING DATA SHEET:**

LAKE COUNTY SNOW LOADS ARE 50# AND 60# IN MOST AREAS

**COPY OF TRUSS CERTIFICATION SHALL BE SUMITTED FOR REVIEW AND
APPROVAL TO BUILDING DEPARTMENT BEFORE INSTALLATION.**

SEE REVERSE SIDE FOR MORE INFORMATION

8. **SUBMIT A DETAILED SITE MAP SHOWING ALL BUILDINGS AND STRUCTURES NEW AND EXISTING WITH ACCURATE DIMENSIONS.**
9. **A SKETCH OR BLUEPRINTS WITH SPEC SHEET AND CROSS SECTION OF NEW CONSTRUCTION. TWO COPIES OF PRINTS ARE NEEDED.**
10. **COPY OF CONTRACT BETWEEN HOMEOWNER AND BUILDER.**
11. **ALL NEW HOME CONSTRUCTION BUILDING PERMIT APPLICATIONS SUBMITTED MUST INCLUDE THE NEW 2009 I.E.C.C. (INTERNATIONAL ENERGY CONSERVATION CODE).**
12. **SOIL EROSION: IF BUILDING WITHIN 500 FEET OF A BODY OF WATER, THIS PERMIT MUST BE ISSUED BEFORE ANY EXCAVATION OR WORK IS STARTED.**
13. **DRIVEWAY PERMIT: THIS PERTAINS TO NEW CONSTRUCTION ONLY. YOU MUST PROVIDE US WITH A COPY OF THIS PERMIT ISSUED BY THE LAKE COUNTY ROAD COMMISSION. 231-745-4666. (IF APPLICABLE) THERE IS NO FEE FOR THIS PERMIT.**

NOTE: YOU WILL NEED A DRIVEWAY PERMIT FROM M-DOT IF YOU ARE PLACING YOUR DRIVE OFF A STATE HIGHWAY. THERE WILL BE A FEE FOR THIS PERMIT. 1-800-943-6368.

14. **MOBILE HOME INFORMATION NEEDED:**
 - 1). **COPY OF TITLE WITH SERIAL NUMBER AND/OR BANK PACKAGE IF NEW HOME.**
 - 2). **FOUNDATION PLAN**
 - 3). **FLOOR PLAN**
 - 4). **SITE PLAN - ALL TOWNSHIPS**
 - 5). **CROSS-SECTION DRAWING OF DECK OR LANDINGS.**
15. **ELECTRICAL, MECHANICAL AND PLUMBING PERMITS ARE SEPARATE PERMITS. THEY ARE NOT INCLUDED WITH THE BUILDING PERMIT FEES.**