

**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:**

<b>LAKE TOWNSHIP</b> <i>Friday, Saturday &amp; Monday (8:30 a.m. - 11:30 a.m.)</i>	<b>Brent Havens</b>	<b>231-898-3189</b>
<b>PEACOCK TOWNSHIP</b>	<b>Dave Lenkiewicz</b>	<b>231-729-3374</b>
<b>PLEASANT PLAINS TOWNSHIP</b> <i>Thursday (5:00 p.m. - 7:00 p.m.)</i>	<b>Greg Nichols</b>	<b>231-301-4886</b>
<b>SAUBLE TOWNSHIP</b>	<b>Bill Rogers</b>	<b>616-890-7635</b>
<b>SWEETWATER TOWNSHIP</b>	<b>Tom Serocynski</b>	<b>231-898-3185</b>
<b>WEBBER TOWNSHIP</b> <i>Monday &amp; Tuesday (9:00 a.m. - 1:00 p.m.) and Saturday (9:00 a.m. - 12:00 p.m.)</i>	<b>Mike Oisten</b>	<b>231-745-3471, Ext. 226</b>
<b>YATES TOWNSHIP</b>	<b>Melissa Herrington</b>	<b>231-580-4236</b>
<b>VILLAGE OF BALDWIN</b>	<b>Bob Toeland</b>	<b>231-745-3587</b>

4. **HEALTH DEPARTMENT FOR BOTH WELL & SEPTIC PERMITS:  
TERRY FELTY, 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.**

8. **SUBMIT A DETAILED SITE MAP SHOWING ALL BUILDINGS AND STRUCTURES NEW AND EXISTING WITH ACCURATE DIMENSIONS.**

**SEE REVERSE SIDE FOR MORE INFORMATION**

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. BUILDING PERMIT APPLICATION(S) FOR NEW HOME CONSTRUCTION, ADDITIONS, ALTERATIONS, RENOVATIONS AND/OR REPAIRS MUST PROVIDE PROOF OF COMPLIANCE WITH CHAPTER 11 ENERGY EFFICIENCY OF 2015 M.R.C.
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)

**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. PLEASE NOTE: ELECTRICAL, MECHANICAL, PLUMBING, AND SOIL EROSION PERMITS ARE SEPARATE PERMITS. THEY ARE NOT INCLUDED WITH THE BUILDING PERMIT FEES.
16. PERMITS ARE IN EFFECT FOR A 180-DAY INCREMENT AND CAN BE EXTENDED IN A 180-DAY INCREMENT FOR AN ADMINISTRATIVE FEE OF \$75.00.