



Community and Economic Development Department
2010 S. Lincoln Road
Mt. Pleasant MI 48858
Phone: (989) 772-4600 ext 227/242
www.uniontownshipmi.com

INSTRUCTIONS FOR BUILDING PERMITS

Please note: Every building situation is different and some questions on the permit application may not apply to your specific situation. Please read the entire application carefully.

Building permit application will **NOT** be accepted unless the following are provided at the time of application.

1. **Correct property tax ID #.**
2. **Correct address of property.**
3. **Zoning approval** (if applicable).
4. **Septic approval** (if applicable) Contact Central Michigan District Health Department at (989) 773-5921.
Septic is needed if:
 - a. New dwelling.
 - b. Dwelling is being replaced by a different dwelling (mobile home, modular home, etc.).
 - c. Bedroom addition is being constructed.
5. **Applications for new home must include:**
 - a. Three (3) sets of plans that include:
 1. Foundation & floor plans.
 2. Roof & wall sections.
 3. Building elevations.
 - b. Michigan Uniform Energy Code Compliance form.
 - c. Site Plan.
 - d. Plumbing, mechanical & electrical permits & respective plan reviews obtained from Isabella County.
6. **Application for Commercial projects MUST include:**
 - a. Four (4) hard copy sets and one (1) digital set of plans: sealed by an approved design professional.
 - b. Site plan.
 - c. Planning Commission approval.
 - d. Township plan review plus an additional agency plan reviews required.
 - e. Michigan Uniform Energy Code Compliance form.
 - f. Plumbing, Mechanical & Electrical permits & respective plan reviews obtained from Isabella County.
 - g. Projects with fire suppression and /or fire alarm systems may require third party review. Please contact Lieutenant Brad Doecker with City of Mt. Pleasant Fire Department at (989) 779-5122.
7. **Application for mobile homes or premanufactured homes must include:**
 - a. Two (2) sets of plans for the foundation and the method of anchorage to the foundation or pier.
 - b. Site Plan.
 - c. For Michigan approved pre-manufactured units, one (1) copy of the building system approval and the approved plans.
8. **Signature on application**
 - a. If a contractor is doing the work, then the contractor's signature is required.
 - b. If a homeowner is doing the work, then the homeowner's signature is required along with a copy of a valid driver's license.

*** A copy of Certificate of Liability Insurance and Contractor's License will need to be on file with the Union Township Building Official***

Building Permit Fees

The total cost of improvement for calculation of building permit fees is based on the most recently adopted state Bureau of Construction Codes Square Foot Construction Cost Table, which can be found at <http://mi.gov/lara>. Premanufactured unit fees are based upon 50% of the normal on-site construction fee.

All applicable fees including Utilities & Building shall be paid in full before a building permit will be issued.

When to call for an inspection:

Please call (989) 772-4600 Ext. 242 to schedule your inspection. A 24 hour advanced notice is preferred however, the Building Department will do it's best to try to accommodate all inspection requests.

**It is the permit holder's responsibility to call for inspections prior to the construction being covered.

Inspections:

Footing Inspection – Prior to placing concrete in piers, trenches & formwork.

Backfill Inspection – Prior to backfill & after footings, wall, waterproofing, & drain tile is installed.

Rough Inspection – The rough inspection is to be made upon completion of the framing of the building or structure and must have all rough Electrical, Mechanical & Plumbing approvals prior to the building rough in.

Insulation Inspection – The insulation inspection is to be made prior to covering walls. Caulk & seal per code.

Final Inspection – The final inspection is to be made upon completion of the building or structure and must have all final Electrical, Mechanical, & Plumbing approval prior to the building inspection along with blower door test as required for residential.

Certificate of Occupancy – A new building or a building that is altered shall not be used or occupied until a Certificate of Occupancy is issued by the Building Official. The permit holder or their authorized agent must request a Certificate of Occupancy upon the completion of the project. This request may be verbal; however, it is recommended that a written request be sent in, which includes the building, electrical, mechanical, plumbing, boiler and/or elevator permit numbers. A Certificate of Occupancy can not be issued until all fees are paid, permits are finalized and the work covered by a building permit has been completed in accordance with the permit, code, and other applicable laws and ordinances.