



Requirements for Building Permits

Call ZONING ADMINISTRATOR BEFORE ANY BUILDING PERMIT REQUESTS at (989) 662-2675 x18

Residential Structures covered by the Michigan Residential Code

The following items (where applicable) are required before a building permit can be issued:

- **Driveway Permit:** Bay County Road Commission (989) 684-4610
- **Well Permit:** Bay County Health Department (989) 895-4006
- **Septic/Tile field Permit:** Bay County Health Department (989) 895-4006
- **Soil Erosion Permit:** (989) 895-4290
- **EGLE Flood Plain Determination** Samantha Peterson (989)280-0089
- **Dept. of Water and Sewer** Hookup fees – (989) 684-3883
- **Water and Sewer Permits:** Tap Fees - Williams Twp. Office (989) 662-4091
- **Building Permit/ Plan Review Application** - Williams Twp. Office (989) 662-2675
- ResCheck or Equal Plus Blower Door Test - Energy Code Requirement

Residential Structures- Required Plans

All drawings except site plan and drainage plan must be to scale and dimensioned.

- Two (2) sets of plans- provide electronic copies if available. If an electronic copy is provided only one set of hard copies are required.
- Site plan showing the location of the new structure and the other buildings on the site
- Drainage plan
- Foundation plan
- Floor plans.
- Roof and wall section
- Building elevations
- Building sections where required for clarification

Commercial Structures and One-and Two-Family Residential with *more than 3,500 square feet* – Required Plans

One (1) hard copy of a complete set of plans and specifications with original signature and seal of an architect or engineer registered in the state of Michigan. These plans must include the electrical, mechanical and plumbing. An electronic copy of all the plans. We don't need an electronic copy of the specifications.

Mobile and Premanufactured Homes

Building Permit/Plan Review Application.

- Two (2) sets of plans. Show the method used to tie down the unit.
- Site plan showing location of structure on site, any other buildings on site, and drainage.

Building Permit Fees

- Building permit fees may be obtained from the Williams Township Building Department (989) 662-2675 x 19
- You will need to provide the following information when calling for a permit cost on residential structures:
- Total square footage of living space including finished basement, unfinished basement area, garage area and deck area.
- Bid Price or Estimated Cost of structure.

Must provide the following information when calling for a permit cost on **commercial structures**:

- Separate Bid Price for Architectural, Mechanical, Electrical and Plumbing
- At the time the permit is issued a copy of the signed contract showing the complete construction cost must be provided.

Swimming Pools: Requirements and items that must be provided in order to get a permit

- A Building and Electrical permit is required and a Plumbing permit may be required.
- A site plan showing the location of the pool.
- Manufacturer installation drawings and pool specifications.
- The identification number that is attached to the pool.

Pools are to be installed per the National Electric Code (NEC), Michigan Residential Code (MRC), Michigan Building Code (MBC) and the International Swimming Pool and Spa Code (ISPSC)

When to Call for an Inspection

Please call for inspector's at least one (1) day prior to the time you need an inspection.

Building Inspector	Les Luptowski	(989) 662-2675 x19
Electrical Inspector	Greg Vanherweg	(989) 280-8934
Mechanical Inspector	Tom Verellen	(989) 246-4717
Plumbing Inspector	Tom Verellen	(989) 246-4817
Zoning Administrator	Patrick Miller	(989) 662-2675 x18

Required Inspections for Buildings:

- **Foundation Inspection:** Prior to placing concrete in piers, trenches and formwork.
- **Rough Inspections:** The rough inspection is to be made after the roof, all framing, fire stopping, bracing, electrical, mechanical, and plumbing rough installations are in place, and before the insulation is installed. Insulation Inspection due before drywall.
- **Final Inspection:** The final inspections is to be made upon completion of the building or structure, and before occupancy occurs.
- If **Special Inspections** are required, the Inspector will provide this information at the time the permit is pulled.

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