

# WILLIAMS TOWNSHIP BUILDING DEPARTMENT

## Requirements for Obtaining Building Permits

### **Residential Structures (One-and Two-Family Residential with less than 3,500 square feet)**

The following items(when applicable) are required before a building permit can be issued.

**Driveway Permit** from Bay County Road Commission (684-4610)

**Well Permit** if required - Bay County Health Department (895-4006)

**Septic/Tile field permit** if required - Bay County Health Department (895-4006)

**Soil Erosion Permit** if required (895-4290)

**Flood Plain Determination** if required (DEQ - Joy Brooks - 686-8025 Ext 8364)

**Dept. of Water and Sewer** Hook up fees - 684-3883

**Water and Sewer Permits** Tap Fees - Williams Twp. Office (662-2675)

**Building Permit/Plan Review Application** - Williams Twp. Office (662-2675)

Two (2) sets of plans that include the following:

**Site plan showing location of structure on site, any other buildings on site, and drainage.**

Foundation and floor plans.

Roof and wall section.

Building elevations.

### **Commercial Structures (Including One-and Two-Family Residential with more than 3,500 square feet)**

Two (2) sets 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 drawings.

### **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.

**You will need to furnish the following information when calling for a permit cost on residential structures:**

Total square footage of living space including finish basement, unfinished basement area, garage area and deck area

**You will need to furnish the following information when calling for a permit cost on commercial structures:**

Total construction cost of structure

At the time the permit is issued a copy of the signed contract showing the complete construction cost must be provided.

### **When to Call for an Inspection**

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

### **Who to Call for an Inspection**

Building Inspector	Les Houck	662-2675
Electrical Inspector	Bob Klemish	662-2675
Mechanical Inspector	Dell Bedford	989-753-1995
Plumbing Inspector	Dell Bedford	989-753-1995

### **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.

### **Final inspection**

The final inspections is to be made upon completion of the building or structure, and before occupancy occurs.

**A certificate of occupancy must be issued before the structure is occupied.**