

**Township Code Authority of Midland County**

220 W. Ellsworth St. Midland, MI 48640

phone: 989-837-6521 fax: 989-837-6522

[townshipcodeauthority@gmail.com](mailto:townshipcodeauthority@gmail.com)

[www.townshipcodeauthority.com](http://www.townshipcodeauthority.com)

**Building Permit Checklist**

Failure to submit all necessary documents will delay your permits.

**PLANS AND/OR DRAWINGS.** One set of plans must be submitted prior to issuance of the building permit. Plans drawn to scale. Dwellings- Foundation & floor plans, section view, 2 elevation reviews. Garage/Utility Building- Floor plan & section view. **Commercial plans must be stamped by a design professional.**

**PLOT PLAN/SITE PLAN.** A drawing showing the location of the proposed structure on your property. Show the distance from all property lines. Show the existing structures and their dimensions. Show the distance between all structures.

**SEWAGE, WELL PERMIT /CITY WATER ASSESSMENTS.** Copies of well & septic permits issued from the Midland County Environmental Health Division must be furnished. Copy of paid water assessment if applicable. If well and septic exist, approval of existing systems must be obtained prior to issuance of building permit. Contact Environmental Health at **(989) 832-6679.**

**SOIL & SEDEMENTATION PERMIT.** If construction disturbs more than 225sq.ft of ground and is within 500 feet of a lake, river, stream, waters of the state, wetlands or county drain, applicant must obtain a SESC permit prior to issuance of the building permit. If construction disturbs over 1 acre, applicant must obtain a SESC permit prior to issuance of the building permit. For permit or questions please contact the Drain Commission at **(989) 832-6771.**

**HOUSE NUMBER.** All new and old construction requires an address, which must be obtained prior to issuance of building permit. Contact the Housing Commission at **(989) 832-6790.**

**ZONING PERMIT.** Required for **Edenville, Geneva, Homer, Hope, Jasper, Larkin, Lee, Mills, Warren, and Auburn** prior to issuance of building permit. Please visit TCA website for zoning administrator contact information.

**DRIVEWAY PERMIT.** A driveway permit must be obtained from the Road Commission for all new driveways prior to issuance of the building permit. Contact the Road Commission at (989) 687-9060. May need soil erosion permit, see above.

**BUILDING, ELECTRICAL, PLUMBING, & MECHANICAL PERMITS.** A homeowner may secure these permits if the homeowner is doing the work. All rental units and commercial buildings must have licensed contractors securing the permits and completing the work. **Notice: Mechanical, Plumbing, and Electrical permits are required for all manufactured homes.**

**FINAL OCCUPANCY:** The Certificate of Occupancy will be issued upon approval of all inspections. The electrical, plumbing, and mechanical inspectors must have approved all inspections before the building inspector is called to approve the structure for occupancy. (Note: When well and septic permits have been issued, they must have final inspection from the Environmental Health Division before the Certificate of Occupancy will be issued.) **IT IS ILLEGAL TO OCCUPY/USE THE STRUCTURE PRIOR TO OBTAINING AN OCCUPANCY PERMIT.**

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**BUILDING PERMIT FEES**

\*APPLICATION FEE ..... \$50.00

\*TECHNOLOGY FEE ..... \$10.00

\*INSPECTION FEE ..... \$50.00

PLAN REVIEW FEE (where applicable) ..... \$50.00/hr

**\* ADDED TO EACH PERMIT**

**\*RESIDENTIAL:**

\*\*ANY ALTERATIONS BEING DONE TO YOUR HOME WILL REQUIRE SCALE SIZE PRINTS. ANY QUESTIONS PLEASE CALL THE BUILDING INSPECTOR (989)313-2168

**\*.18 PER SQ. FT.+ APPLICATION & INSP. FEE & TECH FEE**

- ADDITIONS TO DWELLINGS
- BUILDING PERMIT RESIDENTIAL
- BASEMENT
- GARAGE / POLE / ACCESSORY BUILDINGS
- MOBILE/MANUFACTURED HOMES
- PORCH: ENCLOSED OR WITH A ROOF

**\*OTHER: ADD APPLICATION FEE & INSPECTION FEE & TECH FEE**

- AG STRUCTURE ..... \$25.00
- BUSINESS SIGNS (UNDER 250 SF)..... \$25.00
- DEMOLITION PERMIT ..... \$25.00
- MISCELLANEOUS (MAXIMUM FEE) ..... \$35.00
- NEW ROOF / REPLACEMENT ..... \$50.00
- SWIMMING POOLS..... \$40.00
- WINDOW REPLACEMENT ..... \$30.00

**\*COMMERCIAL / INDUSTRIAL: ADD APPLICATION & INSPECTION FEE & TECH FEE ALONG WITH PLAN REVIEW**

- BUSINESS SIGNS (UNDER 250 SF)..... \$50.00
- BILLBOARDS (OVER 250 SF)..... \$75.00
- BUILDINGS ..... \$0.18/Sq. Ft.

Building permit payment cannot be submitted until all documents have been reviewed by the Building Inspector

**MAKE CHECKS PAYABLE TO: TCA**

# APPLICATION FOR BUILDING PERMIT AND PLAN EXAMINATION

Township Code Authority  
Midland Co. Services Bldg.  
220 W. Ellsworth St.  
Midland, MI 48640  
Phone: (989) 837-6521

PROPERTY TAX CODE/ ID NUMBER : \_\_\_\_\_

AUTHORITY: P.A. 230 OF 1972, AS AMENDED COMPLETION: MANDATORY TO OBTAIN PERMIT PENALTY: PERMIT WILL NOT BE ISSUED	THE DEPARTMENT WILL NOT DISCRIMINATE AGAINST ANY INDIVIDUAL OR GROUP BECAUSE OF RACE, SEX, RELIGION, AGE, NATIONAL ORIGIN, COLOR, MARITAL STATUS, HANDICAP, OR POLITICAL BELIEFS.
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**APPLICANT TO COMPLETE ALL ITEMS IN SECTION I, II, III, IV, V AND VI**  
**NOTE: SEPARATE APPLICATIONS MUST BE COMPLETED**  
**FOR PLUMBING, MECHANICAL, AND ELECTRICAL WORK PERMITS**

I. PROJECT INFORMATION				
PROJECT DESCRIPTION			ADDRESS	
CITY	VILLAGE	TOWNSHIP	COUNTY	ZIP CODE
BETWEEN			AND	

II. IDENTIFICATION			
A. OWNER OR LESSEE NAME		ADDRESS	
CITY	STATE	ZIP CODE	TELEPHONE NUMBER
B. ARCHITECT OR ENGINEER NAME		ADDRESS	
CITY	STATE	ZIP CODE	TELEPHONE NUMBER
LICENSE NUMBER			EXPIRATION DATE
C. CONTRACTOR NAME		ADDRESS	
CITY	STATE	ZIP CODE	TELEPHONE NUMBER
BUILDERS LICENSE NUMBER			EXPIRATION DATE
FEDERAL EMPLOYER ID NUMBER OR REASON FOR EXEMPTION			
WORKERS COMP INSURANCE CARRIER OR REASON FOR EXEMPTION			
MESC EMPLOYER NUMBER OR REASON FOR EXEMPTION			

III. TYPE OF IMPROVEMENT AND PLAN REVIEW	
A. TYPE OF IMPROVEMENT 1. <input type="checkbox"/> NEW BUILDING    3. <input type="checkbox"/> ALTERATION    5. <input type="checkbox"/> DEMOLITION    7. <input type="checkbox"/> FOUNDATION ONLY    9. <input type="checkbox"/> RELOCATION 2. <input type="checkbox"/> ADDITION    4. <input type="checkbox"/> REPAIR    6. <input type="checkbox"/> MOBILE HOME SETUP    8. <input type="checkbox"/> PREMANUFACTURE    10. <input type="checkbox"/> SPECIAL INSPECTION	
B. REVIEW(S) TO BE PERFORMED <input type="checkbox"/> BUILDING <input type="checkbox"/> ELECTRICAL <input type="checkbox"/> MECHANICAL <input type="checkbox"/> PLUMBING <input type="checkbox"/> FOUNDATION	

## BUILDING PERMIT APPLICATION

### IV. PROPOSED USE OF BUILDING

#### A. RESIDENTIAL

- |  |  |   |
|--|--|---|
| 1. <input type="checkbox"/> ONE FAMILY                               | 3. <input type="checkbox"/> HOTEL, MOTEL<br>NO. OF UNITS _____ | 5. <input type="checkbox"/> DETACHED GARAGE |
| 2. <input type="checkbox"/> TWO OR MORE FAMILY<br>NO. OF UNITS _____ | 4. <input type="checkbox"/> ATTACHED GARAGE                    | 6. <input type="checkbox"/> OTHER           |

#### B. NON-RESIDENTIAL

- |  |   |   |
|--|---|---|
| 7. <input type="checkbox"/> AMUSEMENT        | 11. <input type="checkbox"/> SERVICE STATION            | 15. <input type="checkbox"/> SCHOOL, LIBRARY, EDUCATIONAL |
| 8. <input type="checkbox"/> CHURCH, RELIGION | 12. <input type="checkbox"/> HOSPITAL, INSTITUTIONAL    | 16. <input type="checkbox"/> STORE, MERCANTILE            |
| 9. <input type="checkbox"/> INDUSTRIAL       | 13. <input type="checkbox"/> OFFICE, BANK, PROFESSIONAL | 17. <input type="checkbox"/> TANKS, TOWERS                |
| 10. <input type="checkbox"/> PARKING GARAGE  | 14. <input type="checkbox"/> PUBLIC UTILITY             | 18. <input type="checkbox"/> OTHER                        |

NON RESIDENTIAL: DESCRIBE IN DETAIL PROPOSED USE OF BUILDING, E.G. FOOD PROCESSING PLANT, MACHINE SHOP, LAUNDRY BUILDING AT HOSPITAL, ELEMENTARY SCHOOL, SECONDARY SCHOOL, COLLEGE, PAROCHIAL SCHOOL, PARKING GARAGE FOR DEPARTMENT STORE, RENTAL OFFICE BUILDING, OFFICE BUILDING AT INDUSTRIAL PLANT. IF USE OF EXISTING BUILDING IS BEING CHANGED, ENTER PROPOSED USE.

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### V. SELECTED CHARACTERISTICS OF BUILDING

#### A. PRINCIPAL TYPE OF FRAME

1.  MASONRY, WALL BEARING    2.  WOOD FRAME    3.  STRUCTURAL STEEL    4.  REINFORCED CONCRETE    5.  OTHER

#### B. PRINCIPAL TYPE OF HEATING FUEL

6.  GAS                                      7.  OIL                                      8.  ELECTRICITY                                      9.  COAL                                      10.  OTHER

#### C. TYPE OF SEWAGE DISPOSAL

11.  PUBLIC OR PRIVATE COMPANY                                      12.  SEPTIC SYSTEM

#### D. TYPE OF WATER SUPPLY

13.  PUBLIC OR PRIVATE COMPANY                                      14.  PRIVATE WELL OR CISTERN

#### E. TYPE OF MECHANICAL

15.  WILL THERE BE AIR CONDITIONING?     YES     NO                                      16.  WILL THERE BE FIRE SUPPRESSION?     YES     NO

#### F. DIMENSIONS/DATA

17. NUMBER OF STORIES _____	21. FLOOR AREA	EXISTING	ALTERATIONS	NEW
18. USE GROUP _____	BASEMENT	_____	_____	_____
19. CONST. TYPE _____	1 <sup>ST</sup> & 2 <sup>ND</sup> FLOOR	_____	_____	_____
20. NO. OF OCCUPANTS _____	3 <sup>RD</sup> -10 <sup>TH</sup> FLOOR	_____	_____	_____
	ATTACHED GARAGE	_____	_____	_____
	TOTAL AREA	_____	_____	_____

#### G. NUMBER OF OFF STREET PARKING SPACES

22. ENCLOSED \_\_\_\_\_                                      23. OUTDOORS \_\_\_\_\_

## BUILDING PERMIT APPLICATION

### VI. APPLICANT INFORMATION

APPLICANT IS RESPONSIBLE FOR THE PAYMENT OF ALL FEES AND CHARGES APPLICABLE TO THIS APPLICATION AND MUST PROVIDE THE FOLLOWING INFORMATION.

NAME		TELEPHONE NUMBER	
ADDRESS	CITY	STATE	ZIP CODE

I HEREBY CERTIFY THAT THE PROPOSED WORK IS AUTHORIZED BY THE OWNER OF RECORD AND THAT I HAVE BEEN AUTHORIZED BY THE OWNER TO MAKE THIS APPLICATION AS HIS/HER AUTHORIZED AGENT, AND WE AGREE TO CONFORM TO ALL APPLICABLE LAWS OF THE STATE OF MICHIGAN. ALL INFORMATION SUBMITTED ON THIS APPLICATION IS ACCURATE TO THE BEST OF MY KNOWLEDGE.

**Effective December 21, 2007, penalties were increased for a person practicing as a Residential Builder or M & A Contractor without a license. The increased penalties are: First offense: Misdemeanor. Fine of \$5,000 to \$25,000 or prison for not more than 1 year or both. Second offense and Subsequent Offense: Misdemeanor. Fine of \$5,000 to \$25,000 or prison for not more than 2 years, or both.**

SIGNATURE OF APPLICANT _____	Date: _____
PLAN REVIEW FEE ENCLOSED \$ _____	BUILDING PERMIT FEE ENCLOSED \$ _____

### VII. LOCAL GOVERNMENTAL AGENCY TO COMPLETE THIS SECTION

#### ENVIRONMENTAL CONTROL APPROVALS

	REQUIRED?	APPROVED	DATE	NUMBER	BY
A. ZONING	<input type="checkbox"/> YES <input type="checkbox"/> NO				
B. FIRE DISTRICT	<input type="checkbox"/> YES <input type="checkbox"/> NO				
C. POLLUTION CONTROL	<input type="checkbox"/> YES <input type="checkbox"/> NO				
D. NOISE CONTROL	<input type="checkbox"/> YES <input type="checkbox"/> NO				
E. SOIL EROSION	<input type="checkbox"/> YES <input type="checkbox"/> NO				
F. FLOOD ZONE	<input type="checkbox"/> YES <input type="checkbox"/> NO				
G. WATER SUPPLY	<input type="checkbox"/> YES <input type="checkbox"/> NO				
H. SEPTIC SYSTEM	<input type="checkbox"/> YES <input type="checkbox"/> NO				
I. VARIANCE GRANTED	<input type="checkbox"/> YES <input type="checkbox"/> NO				
J. OTHER	<input type="checkbox"/> YES <input type="checkbox"/> NO				

### VII. VALIDATION - FOR DEPARTMENT USE ONLY

USE GROUP _____	BASE FEE _____
TYPE OF CONSTRUCTION _____	NUMBER OF INSPECTIONS _____
SQUARE FEET _____	
APPROVAL SIGNATURE _____	
TITLE _____	DATE _____

**IX. \*SITE OR PLOT PLAN – FOR APPLICANT USE**

A large grid of graph paper, consisting of approximately 30 columns and 40 rows of small squares, intended for drawing a site or plot plan.

\*Site plan should consist of any structures already existing on the site and the proposed project, dimensions of all structures, distance from all property lines, location of any drains, ponds, or other bodies of water, and location of well and septic. Please be as detailed as possible.