

CASCO TOWNSHIP

Alfred J. Ellingsen

Building Inspector - Registration # P 003075

Zoning Administrator

7104 107th Ave.
South Haven, Michigan 49090
269/637-4441
Fax- 269/639-1991

Home Office: 6295 116th Ave.
Fennville, Michigan 49408
269/236-5788
Hours: 8:00 am-10:00am, M-F

REQUIREMENTS NEEDED TO OBTAIN A BUILDING PERMIT

1. Completed Building Permit application form.
2. Site diagram showing:
 - a. Lot size
 - b. Proposed construction with dimensions of building(s).
 - c. Setbacks from road right-of-way, side yards, and rear yard. (Contact ZA for requirements and inspections-See reverse side)
 - d. Position of : well, septic system, driveway, electrical and gas equipment, etc.
(A current survey sheet which is overdrawn, the back of the permit application, or a separate sheet of paper can be used for the above diagram.)
3. Two complete sets of building plans.
One set of plans will be returned to you after plan review and should be on the job site at all times for reference by contractors and inspectors.(A residence over 3500 sq. ft. or a commercial or industrial building requires sealed plans by an architect or engineer. Contact individual inspectors to determine if electrical, plumbing, or mechanical plan review is required.) If manufactured trusses are used in the project, please submit truss diagrams prior to rough-in inspection.
4. A copy of well and septic permits from the Allegan County Health Dept.(Call 269/673-5415). The Health Dept. also assigns house numbers to new residences; ask for an application.
5. Check with the Allegan County Road Commission if a culvert is needed. They will issue a driveway permit. (Call 269/673-2184)
6. A copy of permit from the DEQ(Dept. of Environmental Quality) if project is in the High Risk Erosion Area (Lake Michigan only). Call 269/567-3564 – Ernie Sarkipato
7. The following permits are also required depending upon the scope of the project:
 - a. Plumbing Permit – Jim Kelsey-State of Michigan – 269/793-7633
 - b. Electrical Permit - Dick Burrows – 269/637-3203
 - c. Mechanical Permit - Michigan Township Services- 1-800-626-5964 or 269/673-3239
 - d. Earth Change Permit - Issued by the Allegan County Drain Commissioner through Allegan County Health Department - (269) 673-5415 – Ben Williams. A permit is required whenever an earth change will take place within 500 feet of a lake/stream/waterway and/or disturbs one or more acres of land.
8. Payment of applicable fees.

If the project is in compliance with the Casco Township Zoning Ordinance, plan review is approved, and the above requirements are submitted, a building permit will be issued. Permits may take up to 10 days depending upon the complexity of the project. Failure to obtain permits prior to construction may result in fines or the removal of the structure. An occupancy permit will be issued prior to use or occupancy of the building and after all final inspections are completed and approved by each individual inspector. (See reverse side for required inspections)

REQUIRED INSPECTIONS

THE CONTRACTOR, PROPERTY OWNER, AND/OR AGENT IS RESPONSIBLE FOR CONTACTING THE PROPER INSPECTOR AT EACH STAGE OF THE CONSTRUCTION PROCESS. PLEASE CALL THE INSPECTOR PRIOR TO THE NEXT CONSTRUCTION STAGE AND ALLOW SUFFICIENT TIME TO COMPLETE THE INSPECTION.

For zoning issues call: Alfred Ellingsen 269/236-5788 or 269/637-4441.

The applicant must comply with Zoning Ordinance requirements. The building footprint may need to be staked before construction.

For inspections call: 269/236-5788 for building inspections; 269/793-7633 – plumbing; 269/637-3203 – electrical; 1-800/626-5964 or 269/673-3239 - mechanical inspections.

CONVENTIONAL CONSTRUCTION(House-Garage-Addition-Accessory Building)

- 1. Site Inspection (Before issue of permit) ***
- 2. Footing Forms (Before pouring concrete)**
- 3. Foundation walls (After forms are removed, coating applied, drain tile added but before backfill)**
- 4. Rough-in Electrical (Before covered) ****
- 5. Rough-in Plumbing (Before covered) ****
- 6. Rough-in Mechanical (Before covered) ****
- 7. Rough-in Framing (After rough-in electrical, mechanical, and plumbing but before insulation and wall covering.)**
- 8. Final inspections by all inspectors (When project is completed)**

PRE-MANUFACTURED CONSTRUCTION(Modular/Double wide)

- 1. Site inspection (Before issue of permit) ***
- 2. Footing forms -Slab forms - pillar forms (Before pouring of concrete)**
- 3. Rough-in electrical, plumbing and mechanical (Before block or skirting) ****
- 4. Rough-in building - Piers and tie downs (Before block or skirting)**
- 5. Final inspection by all inspectors (When project is completed)**

POLE CONSTRUCTION (Barns - Utility Buildings)

- 1. Site inspection (Before issue of permit) ***
- 2. Post Holes (Before concrete and posts are set in place)**
- 3. Rough-in frame(Before covering)**
- 4. Final (When project is complete)**

*** A site inspection may or may not be necessary depending upon many factors, such as the size and location of the lot, type of soil, location of lot lines(If current survey is available), etc.. The Zoning Administrator will determine if necessary.**

**** Occasionally plumbing, electrical, and mechanical systems may be encased in concrete; please contact the appropriate inspector for approval prior to covering.**

WHEN IN DOUBT, PLEASE CONTACT THE APPROPRIATE INSPECTOR FOR GUIDANCE. IT IS EASIER TO ASK A QUESTION THAN TO CORRECT A VIOLATION.

April 2009