

WHEN YOU WANT TO BUILD, REMODEL OR DEMO

The following fact sheet will assist you in obtaining the proper permits to build or remodel (or install a mobile) in Oceana County. Please follow this sheet from top to bottom and do all that apply. Some permit applications can be downloaded on the County web site at: <http://www.co.oceana.mi.us> Start with #1 and work your way down – the Building Permit Application is the last step.

1. Accurate site plan – a copy of this should be supplied to each department requiring a permit.
2. Check with public utilities when building near right of way or easement.
3. A permit from the Department of Environmental Quality's (DEQ's) Water Resources Division is necessary for any construction activities that would impact a lake, river, stream, wetland, dune, high risk erosion area or floodplain. The DEQ's Wetland Map Viewer at www.mcgi.state.mi.us/wetlands/ can be used to determine if your project is within a State of Michigan regulated area. For questions:
 - Inland lakes/streams and wetlands contact Kristen Fisher, fisherk2@michigan.gov 616-446-6523
 - Critical Dunes/High Risk Erosion contact Jacob Patin, patinj1@michigan.gov 616-204-7176
 - Floodplain Program contact Matt Occhipinti, occhipintim@michigan.gov or (616)204-1708
 - **Claybanks Twp only** critical dunes/high risk erosion contact Nancy Cuncannan cuncannann@michigan.gov or (616)690-1229
4. Zoning Permit: needed if you are doing work in Zoned Township (see list on page 2/back side of this)
5. House numbers: are obtained from the Oceana County Equalization Department (231)873-4609 in the County Building. This is mandatory for all new construction or location of existing improvements.
6. Health Department: Septic and Well, Water Well Permit or Building Permit Approval (BPA) are permits that may be needed from the District #10 Health Department. The Building Department needs the actual permit, not the receipt. The Septic Permit will provide the proper placement of new or replacement septic systems. The Water Well Permit is needed when placing new or replacement water well on any site. Check any subdivision restrictions and be sure to follow them. The Health Department is open between the hours of 8 a.m. and 4:30 p.m., Monday through Friday, except holidays. Normal office hours for the sanitarians are 8:00 a.m. – 10:00 a.m. each weekday, except holidays. (231)873-2193. Other requirements include:
 - A BPA will be required when adding a bedroom to a home, changing use of existing structures (such as warehouse to a restaurant), and/or non-bedroom additions such as garages and decks on lake front property.
 - A BPA is required when adding a bedroom or a change of use on any property.
 - A BPA may be required for any construction on a property that is 1 acre in size or less.
7. Driveway Permit: from the County Road Commission (231)873-4226 needed where no other buildings already exist, when doing anything in road right-of-way and/or where culverts will have to be installed.
8. Soil Erosion may be obtained from the Oceana County Drain Commission Office (231)873-3887 between the hours of 8 a.m. – noon. Soil Erosion may be necessary if any work is conducted within 500 ft. of any body of water and/or soil being disturbed in a quantity of one acre or more in size. A Soil Erosion and Sedimentation Control (SESC) waiver can be signed at the Building Inspection Office (or printed below under important documents) for **decks under 225 sq ft of earth disturbance**. To qualify for a SESC waiver, the project must be under 225 square feet of earth disturbance, over 500 feet from any water, or the earth disturbance will be under 24 hours (e.g. septic). To obtain a waiver, you may also email the Oceana County Drain Commissioner at dc@oceana.mi.us. Please include property number, with a site plan that includes location of project (with distance to water's edge) and square footage of earth disturbance.”
9. Building Permit: The Building Inspection Department is open between the hours of 8 a.m. – 12 noon and 1 p.m. – 4 p.m. Monday through Friday, except holidays. If a contractor is doing the work, he/she must be licensed and he/she should be the one to come in to obtain the building permit.

Commercial work may require an architect seal and plan review (with separate fees).

Electrical, Plumbing and Mechanical Permits are obtained at the Oceana County Building Inspection Department.

An Occupancy Letter is required on all buildings before they can be used or occupied.

<u>MUNICIPALITY</u>	<u>OFFICIAL</u>	<u>PHONE #</u>
Benona Township	Sara Bizon Office hours W 10-2	(231)301-8045 M-Th 9-5
Claybanks Township	Sara Bizon	(231)301-8045 before 6 p.m.
Crystal	Ron Smith	(231)742-1313
Elbridge Township	Lance VanSickle	873-7164
Ferry Township	Milton Kreigh	(616)262-0236
Golden Township	Rob Draper	873-4413
*Grant Township	Mike Harris	231-301-9129
Greenwood Township	Rick Mansfield	854-1681
Hart City	City Manager	873-2488
Hart Township	Jay McGhan	590-4767
Hesperia Village	Louis Herremans	854-1212
New Era Village	Roy Strait	894-8934
*Newfield Township	Steve Micklin	(231)301-0181
*Otto Township	Walter Brimmer	(616)890-6863
Pentwater Township	Keith Edwards	869-6231
Pentwater Village	Kate Anderson	869-8301
Shelby Township	Bill Glover	861-5853
Shelby Village		861-4400 ext 3
Weare Township	Andrew Clark	(517)404-9675
Rothbury Village	Mike Harris	894-6336 M&W 10-12

*WE ARE NOT THE BLDG INSP FOR THESE. GRANT IS TOWNSHIP INSPECTOR. NEWFIELD & OTTO ARE NORTH COUNTRY INSPECTION SERVICES

SOME ADDITIONAL PERMIT RELATED PHONE NUMBERS

Oceana County Building Inspector – Randolph Miller	(231)873-5355
Grant Township Building Inspector – Mike Harris	(231)301-9129
Oceana County Electrical Inspector – Randy Neuman	(231)873-5355
Oceana County Plumbing & Mechanical Inspector – N/A	(231)873-5355
Soil Conservation – Mark Kelly	(231)861-4967
Road Commission	(231)873-4226
Migrant Inspector – Steve Wagstaff	(231)373-4299
Burn Permits www.michigan.gov/burnpermits or	(866)922-2876
North Country Inspection Services	(231)224-3960
DEQ Demo – Jeremy Brown	(517)599-7825 OR
	brownj@michigan.gov
EGLE Grand Rapids District Supervisor, Audrie Kirk, kirka3@michigan.gov	616-401-1641