

## WHEN YOU WANT TO BUILD, REMODEL OR DEMO

Visit [oceana.mi.us/departments/building-department/](https://oceana.mi.us/departments/building-department/) for downloadable permit applications, fill in the blank drawings, and other useful information/documents.

**Start with step 1 and make your way down to ensure you have all documents when applying for a building permit. This will keep the process moving quickly so that we can get you started on your project as soon as possible.**

1. **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. **EGLE Permit** - from the department of Environment, Great Lakes, and Energy (EGLE)'s Water Resources Division is required for any construction activities that would impact a lake, river, stream, wetland, dune, high risk erosion, or floodplain. EGLE's Wetland Map Viewer at [www.mcgi.state.mi.us/wetlands/](http://www.mcgi.state.mi.us/wetlands/) can be used to determine if your project may impact a regulated feature.

### For questions:

- Inland lakes/streams/wetlands: John Delehanty, [delehantyj@michigan.gov](mailto:delehantyj@michigan.gov) 616-256-3920
  - Critical Dunes/High Risk Erosion: Kristen Fisher, [fischerk2@michigan.gov](mailto:fischerk2@michigan.gov) 616-446-6523
  - Floodplain: Minh-Huy Radics, [radicsm@michigan.gov](mailto:radicsm@michigan.gov) 616-446-2488
4. **DNR Permit** - from the Department of Natural Resources is required for earth moving activities within 400 ft of the designated portion of the White and Pere Marquette Rivers. Please check the maps available at [www.michigan.gov/dnr](http://www.michigan.gov/dnr) to see if your property falls within the designation. For questions, please contact [DNR-NaturalRivers@michigan.gov](mailto:DNR-NaturalRivers@michigan.gov) or reach out directly to the appropriate permitting staff:
    - White River – Kesiree O'Brien, [obrienk7@michigan.gov](mailto:obrienk7@michigan.gov) 517-388-4536
    - Pere Marquette River – Dana Castle, [castled1@michigan.gov](mailto:castled1@michigan.gov) 231-285-1042
  5. **Zoning Permit or Waiver** - needed if you are doing work in a Zoned Township (see list on page 2)
  6. **House number form** - obtained from the Oceana County Equalization Department (231)873-4609 at 100 S. State St. Hart, MI 49420. This is mandatory for all new homes and/or new construction on vacant lots
    - **Power Pole Address form** is also needed for any new service poles on vacant lots
  7. **Septic/Well Permit** - District #10 Health Department (231) 873-2193. The Building Department needs the actual permit, not the receipt. New homes or buildings with new well/septic.
  8. **BPA** – District #10 Health Department (231) 873-2193 is required when:
    - Changing use of existing structures (such as warehouse to a restaurant)
    - Adding a bedroom
    - Septic, drain field, and/or well location unknown
    - Reconnecting/connecting to existing well & septic
  9. **Driveway Permit** – from the County Road Commission (231)873-4226 is needed when no other buildings already exist, when doing anything in road right-of-way and/or where culverts will have to be installed, except for when the driveway will be on a private road.
  10. **Soil Erosion Permit** - may be obtained from the Oceana County Drain Commission Office (231)873-3887 at 100 S. State St. Hart, MI 49420.
    - Within 500ft of water and is over 225sf of earth disturbance
    - Over an acre of earth disturbance
    - Commercial projects (new buildings, additions)
  11. **Building Permit** - The Building Inspection Department is open between the hours of 8 a.m. – 12 noon and 1 p.m. – 3:30p.m. Monday through Friday, except holidays.
  12. *Commercial work requires an architect seal on plans. Use Group, Construction Type and Occupancy Load MUST be filled out on permit application.*
  13. *Electrical, Plumbing and Mechanical Permits are obtained at the Oceana County Building Inspection Department.*
  14. *An Occupancy Letter is required on all buildings before they can be used or occupied.*

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<b><u>MUNICIPALITY</u></b>	<b><u>OFFICIAL</u></b>	<b><u>PHONE #</u></b>
Benona Township	Sara Bizon Office hours W 10-2	(231)301-8045 M-Th 9-5
Claybanks Township	Sara Bizon	(231)301-8045
Crystal	Ron Smith	(231)742-1313
Elbridge Township	Lance VanSickle	(231)750-3221
Ferry Township	Milton Kreigh	(231)301-9935
Golden Township	Shelly Peel	873-4413
*Grant Township	Mike Harris	231-301-9129
Greenwood Township	Rick Mansfield	(231)225-8396 or 854-1681
Hart City	Nichole Kleiner	(231) 873-3546
Hart Township	Sara Bizon	(231)301-8045
Hesperia Village	Steve Micklin	(231)301-0181
New Era Village	Roy Strait	894-8934
*Newfield Township	Steve Micklin	(231)301-0181
*Otto Township	Todd VanNett	(616)402-6889
Pentwater Township	Keith Edwards	869-6231
Pentwater Village	Aaron Bigelow	(231) 869-8301
Shelby Township	Sara Bizon	(231)301-8045
Shelby Village	Phil Morse	861-4400 ext 3
Weare Township	Andrew Clark	(231)742-5331
Rothbury Village	Mike Harris	894-6336 M&W 10-12

\*Grant TWP Building Inspector is Mike Harris (same as zoning official)

\*Newfield and Otto - Building, Electrical, Mechanical, and Plumbing is all done through North Country Inspections

### SOME ADDITIONAL PERMIT RELATED PHONE NUMBERS

Oceana County Inspectors	(231)873-5355
Grant Township Building Inspector – Mike Harris	(231)740-5547
Soil Conservation – Mark Kelly (231)861-4967	
Road Commission	(231)873-4226
Migrant Inspector – Steve Wagstaff	(231)373-4299
Burn Permits, <a href="http://www.michigan.gov/burnpermits">www.michigan.gov/burnpermits</a>	(866)922-2876
North Country Inspection Services	(231)224-3960
DEQ Demo – Jeremy Brown, <a href="mailto:brownj@michigan.gov">brownj@michigan.gov</a>	(517)599-7825
EGLE Grand Rapids District Supervisor, Audrie Kirk, <a href="mailto:kirka3@michigan.gov">kirka3@michigan.gov</a>	616-401-1641