

SO YOU WANT TO BUILD OR REMODEL

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>

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. If your property is along the White River or Pere Marquette River contact Steve Sutton, MDNR (517) 241-9049 to obtain a Natural Rivers Zoning Permit. If your property is along Lake Michigan you may need a Shoreline Protection or Critical Dune Permit. For these contact MDEQ (616) 356-0500. In Pentwater Village contact the Village 869-8301. Inland Lakes and Streams and Wetland Protection, Chuck Dodger (616) 356-0500.
4. Flood Plain Permits: If you are in a Flood Plain, you will need to contact Matt Occhipinti, MDEQ for a Flood Plain Permit (616) 356-0207.
5. Zoning Permit: needed if you are doing work in Zoned Township. Please see the back of this sheet for the list of zoning officials.
6. 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.
7. 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. All Health Department Permits are good for one year, which then can be renewed. 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)
 - A BPA will be required when adding a bedroom to a home, changing use of existing structures (such as warehouse to a restaurant), and 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.
8. Driveway Permit: from the County Road Commission (231/873-4226) needed at locations where no other buildings already exists, when doing anything in road right away and/or where culverts will have to be installed.
9. Soil Erosion: is necessary if any work is conducted within 500 ft. of any body of water or soils being disturbed in a quantity of one acre or more in size. These may be obtained from the Oceana County Drain Commission Office (231/873-3887) between the hours of 8 a.m. – noon.
10. 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.

The following must accompany an application for a building permit- these should all be current, within 1 year, and for the proposed work.

1. Accurate Site Plan
2. Natural Rivers, Critical Dune, Flood Plain, or Shoreline Protection Permits, if needed
3. Zoning Permit - matching exactly work to be done.
4. House Number (if location of work has moved to accommodate other permits, the house number should be verified as still accurate with the Equalization Department)
5. Current septic and well permit (not an application)
6. Driveway Permit
7. Soil Erosion from Drain Commissioner, if needed
8. Building Plans – cross section with the structural size of materials from roof through footing and floor plan with room, door and window sizes noted. (these must be to scale).
9. Property Tax number, landowner's name and mailing address, if not already on other forms
10. Michigan Energy Code (completed) the application blanks can be obtained from the Building Inspection Department (231/873-5355 or 4350).

Electrical, Plumbing and Mechanical Permits are obtained at the Oceana County Building Inspection Department, except for the Village of Hesperia – contact Hesperia Village Offices (231/854-6205).

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

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	Bill Airy	861-2154/twp hall Fri a.m.
Claybanks Township	John Muchna	894-8324
Crystal	Samantha Libby	873-5851
Elbridge Township	Lance VanSickle	873-7164
Ferry Township	Marshall Monroe	854-1828/twp hall Tues 5-7
Golden Township	Jake Whelpley	873-4338
*Grant Township	Lynn Kroll	894-5132
Greenwood Township	Rick Mansfield	854-1681
Hart City	City Manager	873-2488
Hart Township	Jay McGhan	873-5817
Hesperia Village		854-6205
New Era Village	Roy Strait	861-5186
*Newfield Township	Walt Salisbury	854-1481
*Otto Township	Walter Udell	893-0443
Pentwater Township	Rich Johnson	869-6231
Pentwater Village	Dean Holub	869-8301 M,W 8-11/F 1-4
Shelby Township	Bill Glover	861-5253
Shelby Village	Randy Phillips	861-2500
Weare Township	Dale Stevenson	873-1263
Rothbury Village	Mike Harris	894-2920

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

PERMIT RELATED PHONE NUMBERS

Oceana County Building Inspection Department – Jerry McIntyre	(231)873-5355
Grant Township Building Inspector – Ron DeBrot	(231)893-6336
Oceana County Electrical Inspector – Randy Neuman	(231)873-5355
Oceana County Plumbing & Mechanical Inspector – Tom Story	(231)873-5355
District #10 Health Department	
Donald Richard, R.S., Environmental Health Director	(231)873-2193
Greg Wise, R.S., Environmental Sanitarian	(231)873-2193
Soil Conservation – Mark Kelly	(231)861-4967
Equalization Department – Jim Whitaker	(231)873-4609
Drain Commissioner – Soil Erosion – Cal Ackley	(231)873-3887
Road Commission	(231)873-4226
White River/Pere Marquette River– Steve Sutton	(517)241-9049
Shoreline Protection or Critical Dune Permit – Michelle Hohn	(616)356-0500
Inland Lakes & Streams/ Wetland Protection- Chuck Dodgers	(616)356-0500
Flood Plain – Matt Occhipinti	(616)356-0207
Migrant Inspector – Mark Stanfield (North Twp)	(231)357-4362
Migrant Inspector – Tom Barnes (South Twp)	(269)370-3752
Burn Permits	(231)861-6528
North County Inspection Services	(231)224-3960