

## **BUILDING PERMIT INFORMATION**

### **PORTER TOWNSHIP ADMINISTRATION BUILDING**

69373 Baldwin Prairie Road  
PO Box 517, Union, MI 49130  
(269) 641-2375 Fax: (269) 641 2571

**Building permits may be obtained on Thursday evenings between 5:00 and 7:00 PM  
(Winter hours 5-6)**

### **FOR ALL NEW CONSTRUCTION YOU MUST SHOW PROOF OF:**

**Well and septic permits** obtained from the Cass County Health Department, 302 S. Front St., Dowagiac, MI 49047  
Phone: 269-782-0064. **Driveway permit** from the Cass County Road Commission (269) 445-8611

**Earth change permit** If the excavation site is over one acre or within 500 feet of a lake, river, stream or wetlands, obtain a permit from the Cass County Conservation District, 1127 E. State St, Cassopolis, MI 49031, in the same building as the Farm Service Agency & NRCS office. Korie Blyveis, the District Manager can be contacted by phone at 269-445-8641 Ext 5, or email: korie.blyveis@macd.org.

**CONTRACTORS:** Copy of driver's license, builder's license, and certificate of insurance required.  
Contractors must be licensed by the state and register with the township

- 1) **ZONING COMPLIANCE APPLICATION** – Zoning compliance must be determined before a building permit can be issued. You will need to bring:
  - a) A survey or drawing of the lot description and size including the location of the structure on the property, showing dimensions to scale and setbacks.  
Note: Portable sheds as well as permanent sheds must have a zoning compliance.
- 2) **VARIANCE REQUESTS** require a detailed drawing and the distance of the road right of way. A Building permit will not be issued until the variance has been granted.
- 3) **BUILDING PERMIT APPLICATION** – Available anytime during business hours. In addition to the completed application, you will need to bring:
  - b) A detailed site diagram
  - c) Two sets of plans which include:
    - (1) Foundation
    - (2) All elevations (side view)
    - (3) Floor plan
    - (4) Cross section of one wall from footing to peak
    - (5) Truss diagrams as required
  - d) Energy code calculations – State law requires a minimum level of energy efficiency. This information is usually secured from the supplier of lumber and windows
  - e) Plan review for electrical, plumbing and mechanical: required in all commercial and in residential over 3500 sq.ft, plus Fire Code required for all but single family single unit residential.

**Building permits must be completely filled out, including the homeowner's affidavit.**

**Sewer Permit** (in sewer district) must be obtained at the same time that the building permit is issued. Sewer permit inspections are done by:

Disconnects – Ray Galovich, Twp. Waste Water Treatment Plant @ 269-483-1090  
Connects and Reconnects: John Douberteen @ 269- 651-4567

**Note: Multi-family or businesses must be inspected by the fire chief.**

## Building Permit Information, cont'd

**ELECTRICAL, MECHANICAL, PLUMBING, AND SEWER PERMITS** – To be obtained from the individual inspectors however; applications are available at the Twp. Hall. Mechanical permits are required for Propane tanks.

**Permits are valid for one year and work must begin within six months of the date of issue.**

**The township will not accept any responsibility for the location of power or utility lines, nor will the township be responsible for inspections of utility easements or lines.**

*AEP Power, Midwest Energy and the National Electrical Safety Code require various clearances from power lines. If your structure is near power lines, be sure to check with them before you build.*

### Parcel Information

- Parcel number format 14-120-xxx-xxx-xx
- Zoning codes LR, R1, R2, AG, COM, PCR, SPD, IND, TPARK SPC

### Inspector/Inspection Information

- Inspector names Building – Rich Drews 269/476-8887  
Electrical – Ron Bellaire 269/663-3429  
Mechanical, Plumbing & Sewer – John Dobberteen 269-651-4567
- Inspection Types Building - Foundation, Back Fill, Radon, Rough Frame, Insulation, Other, Final  
Electrical – Expired, Rejected, Final  
Mechanical, Plumbing & Sewer – Expired, Rejected, Final

**ALL INSPECTIONS - PLEASE GIVE 24 HOUR NOTICE**

### Fee Information

- Code Enforcement fees – Civil Infraction 30 days \$150.00, 60 days \$350.00, 90 days \$500.00
- Zoning Compliance \$25.00 and \$50.00
- Temporary use permits
- Application for Special Land Use \$400.00
- Variance Request \$450.00
- Land Splits \$200.00 for first then \$75.00 for each additional
- Lot line Adjustments \$100.00
- Wetland Application (pending) \$50.00
- Wetland permit \$50.00
- Sewer permits: New Connection, Disconnect, or Reconnect \$55..

(Homeowner pulled sewer permits require a certificate of liability from the homeowner's insurance with Porter Twp. named as the certificate holder)