

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, 201 M-62 Cassopolis, MI 49031.
Phone: 269-445-5280. (**Sewer Permit** in sewer district obtained from plumbing inspector)

Driveway permit from the Cass County Road Commission (269) 445-8611

Earth change permit from the Cass County Soil and Erosion office if the excavation site is over one acre or within 500 feet of a lake, river, stream or wetlands. (269) 445- 4447.

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.

VARIANCE REQUESTS require a detailed drawing and the distance of the road right of way.

2) **BUILDING PERMIT APPLICATION** – Available anytime during business hours. In addition to the completed application, you will need to bring:

a) A detailed site diagram

b) 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

c) Energy code calculations – State law requires a minimum level of energy efficiency. This information is usually secured from the supplier of lumber and windows

d) 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.

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

3) **ELECTRICAL, MECHANICAL, PLUMBING, AND SEWER PERMITS** – To be obtained from the individual inspectors (see reverse side) 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.

Building Permit Information, cont'd

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 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, PRC, SPD, IND, TPARK SPC

Inspector/Inspection Information

- Inspector names Building – Rich Drews 269/476-8887
Randy Schmeling 269/483-7844
Electrical – Jack Hughes 269/641-7280
Ron Bellaire 269/663-3429
Mechanical, Plumbing & Sewer – Ed Wainwright 269/663-8542
- 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 \$200.00
- 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 house \$50/ Disconnect only \$55/ Disconnect/reconnect \$75.

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