

MASON COUNTY BUILDING PERMIT CHECKLIST

An Address, Public Health Well and Septic Permit, Zoning Permit, and basic Building Drawings/Plans are required prior to obtaining a building permit. The Michigan Energy Code is in effect. Depending on the location, additional permits may also be needed prior to construction. If you have questions about permits, please contact the Mason County Building Office at (231)757-9345. Code questions? Contact the building inspector, 757-9345 Ext. 315 or go to www.masoncounty.net/departments/building for more information.

REQUIRED PRIOR TO OBTAINING A BUILDING PERMIT:

- OBTAIN AN ADDRESS:** Mason County Equalization, located on the ground floor of the Mason County Courthouse at 304 E. Ludington Avenue, (231) 845-6288.
- WELL AND SEPTIC APPROVAL (Dwelling or addition with new bedrooms):** District Health Department #10 at (231)845-7381, 916 Diana Street, Ludington (west of Hospital). Allow 2 weeks.
- MASON COUNTY ZONING:** Mason County Zoning Office (same as the Building office) at 102 E. 5th Street in Scottville. Contact the zoning office for more information at (231) 757-9272.
- DWELLING, ADDITION, LIVING QUARTERS ABOVE GARAGE:** A hand drawn **floor plan** is required with building permit application: include exterior dimensions, use of each room, location of interior walls, stairways, windows, doors, furnace, water heater, and electrical panel. Also include porches, decks, and attached garages. Include a drawing for each additional floor level (basement drawing must show general stairway and egress window location). A **cut-way diagram**, provided by the Building Department, must also be completed showing the building's structural elements.
- BUILDING DRAWINGS (POLE BUILDING/GARAGE):** A hand drawn floor plan is required: include exterior dimensions, location of doors, windows, attic storage areas, attached lean-to sheds and breezeways. Also include a **cut-way diagram**, provided by the Building Department, showing the building's structural elements, height of sidewalls, and total height.

OTHER/ AS REQUIRED

- Located on a County Road:** Contact Mason County Road Commission for a Driveway Permit, (231)757-2882. Located just east of Scottville on US-10 in a large tan building (510 E. State Street).
- Located on US 10 or US 31:** MDOT Driveway permit required. Contact Dan Lund, Cadillac MDOT, at (231) 775-3486. (Download permit form www.michigan.gov, MDOT FORM 2205).
- Located on US-10/31 and using City Water and County Sewer:** For sewer, contact Dave Hasenbank, Mason County Drain Commission 102 E. 5th Street in Scottville, (231)757-9370. For Water, contact City of Ludington Water Department, (231) 845-6237.
- Located within 500 feet for a river, stream, or lake:** Contact the Mason County Drain Commission for a Soil Erosion and Sedimentation Control Permit at 102 E. 5th Street in Scottville, (231)757-9370.
- Located within 400' of a Michigan Designated Natural River (Big South Branch of Pere Marquette River, Swan Creek, Weldon Creek, Ruby Creek, Carr Creek):** A Natural River Zoning permit and approval must be obtained prior to building. Contact Brian Bury, Michigan Department of Natural Resources, Natural River Administrator (989)732-3541, buryb@michigan.gov
- For Commercial Properties and Homes over 3,500 square feet:** A plan review is required for the building, electrical, mechanical, plumbing systems. The plans/blueprints must be stamped and sealed by a professional engineer or architect.
- Located in Hamlin, Grant Township, City of Scottville or a Village:** Applicants must first obtain their zoning permit from the local enforcement agency before a building permit will be issued. For Hamlin Township, Stan Armstrong (231) 845-7801. Grant Township, Robert Rakowski (231) 464-5607. City of Scottville, Amy Hansen (231)757-4729.
- Located in the Critical Dunes area (Summit Township):** DEQ approval must be obtained prior to receiving a zoning or building permit. Contact Sue Conradson, DEQ in Cadillac (231) 876-4443.
- Located in a Wetland or need Wetland Delineation:** Barry Peterman, MDEQ, (231) 876-4442.
- Located in a Floodplain or need Floodplain Determination:** Sue Conradson, MDEQ (231) 876-4443.