

# Mason County Building Department

102 East Fifth St.

Scottville, Michigan 49454

Phone: 231-757-9345

## Construction Documents Required For New Dwelling Permit Applications & Plan Review

The following documents must be submitted with the building permit application to be reviewed before a building permit for a residential dwelling may be issued.

The following documents do not need to be provided by a design professional, but must be legible and drawn to a ¼ scale.

- 1) Copies of the approved zoning permits.
- 2) Copies of the Mason County Health Department water well and septic system permits
- 3) Exterior elevations for all four (4) sides showing windows, doors, entry landings and stairs, covered porches, and/or decks.
- 4) Main floor plan showing room layout with each room labeled. Include the size of each room, window, and door. Identify and include the sizes for exterior entry landings, stairs, decks, and/or attached garages.
- 5) Include basement or crawl space foundation drawings with details and sizes for footings, walls, floors, and support pads. Include stairways, access points, and exterior egress windows, and/or doors (if required).
- 6) Second floor or loft area floor plans showing the same details as required for the main floor plans.
- 7) Cross section drawings showing the foundation system, floor, wall framing (all levels), and roof framing. Including attached garages, covered porches, and/or exterior decks.
- 8) Cross section drawings showing the foundation system, floor & wall framing (all levels), roof framing. Including attached garages, covered porches, and/or exterior decks.

### Notes:

- 1) All dwellings must meet the requirements for a habitable building as outlined on the Mason County Building Department's habitable structure document.
- 2) If the dwelling is near a lake, river, or wetland include a hand drawn site plan showing the distance away from these areas. The site might require FEMA flood plain construction techniques or a flood plain map amendment.