

HOW TO APPLY FOR A BUILDING PERMIT

- I. Building permits are required for:
 - a. All new construction (buildings, additions, alterations, etc.)
 - b. Demolition or removal of buildings (Dwellings & Commercial).
Note: City of Escanaba issues demolition permits within the City limits.
 - c. Any change in use of a building (example: converting a house into an apartment or office).
 - d. Moving mobile homes and other buildings.
 - e. **DELTA COUNTY DOES NOT ISSUE BUILDING PERMITS FOR THE CITY OF GLADSTONE.**

2. Who should apply for a building permit:
 - a. If the homeowner hires a licensed contractor; the contractor or tile homeowner may apply for the permit.
 - b. The homeowner can apply for a permit if he intends to do the work himself and resides in the completed structure.

Applications and permits may be obtained in person or by mail from the Delta County Zoning and Building Department, 3 1 0 Ludington Street, Escanaba, MI 49829. Telephone Number (906) 789-5189 during regular working hours. Forms are available on the County Web Site at www.deltacountymi.org

4. With your application, include the following:
 - a. Zoning approval by the local government in writing. This should include a plot plan with tile size and location of structures on the property Including distances to lot lines, streets, roads, and property lines. Also, a legal description of the property including section, towns, and range to the nearest quarter. Bark River Township, Escanaba Township, Ford River Township, Masonville Township, Village of Garden and the City of Escanaba have their own zoning ordinances and written approval on the back of the application or their respective forms must be obtained before a building permit can be issued.
 - b. Land division approval, if required.
 - c. Soil Erosion (Act 45 1) , if required.
 - d. Well and septic approval by the County Health Department.
 - e. If commercial project, must have signed and sealed plan. If residential project over 3500 square feet of living space, must have a signed and sealed plan. One copy of your plans, (may be sell'-prepared) which should include:
 1. Floor plan. Include all room sizes, door and window sizes, and location.
 2. Specification Sheet or Cross-Section Drawing. Include size, type and quality (grade) of materials to be used.
 - f. If new construction, a measurement from the nearest neighbors driveway is needed for the address.

5. A permit fee shall be paid before a building permit can be issued.

6. DO NOT start construction until the building permit has been issued.

7. A drive way permit is required for new access. (Forms are available from the Building and Zoning Department or the Delta County Road Commission.)

8. If Drain Commissioner services are required, the Road Commission may refer the project.

DELTA COUNTY ZONING/BUILDING DEPARTMENT

3 1 0 Ludington Street
Escanaba, MI 49829
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