

# DELTA COUNTY BUILDING & ZONING

## Requirements for Obtaining Building Permits

**Residential Structures** - One and Two-Family Residential with *less* than 3,500 square feet of calculated floor area:

- Building Permit Application
- Site Plan
- Minimum of one (1) set of plans that include: foundation and floor **and** roof and wall section
- Provide method of compliance with the “Michigan Uniform Energy Code”
- Zoning approval where applicable
- Sanitary/Septic approval where applicable
- Driveway permit where applicable
- Soil Erosion Permit where applicable - within 500’ of water: lake, stream, river, etc.

**Commercial Structures** – Including One and Two-Family with *more* than 3,500 square feet of calculated floor area:

- Building Permit Application
- Copy of Plan Review approval letter (building plan review must be approved prior to a building permit being issued)

**Mobile and Premanufactured Homes:**

- Building Permit Application
- Plans for the foundation and the method of anchoring the unit to the foundation for Mobile Homes
- Site plan
- For Michigan approved premanufactured units; one (1) copy of the Building System Approval

**Demolition of Structures:**

- Building Permit Application
- DEQ/LARA Notification of Intent Renovate/Demolish form (Non-Residential)

**Building Permit Fees:** are online or may be obtained from the Delta County Building & Zoning Department. If you submit your Building Permit Application and plans without payment, your application will be put on hold and you will receive an invoice for the building permit fee.

**When to call for an Inspection(s):** call at least three (3) days prior to the time you need an inspection. It is the permit holder’s responsibility to call for inspections, prior to the construction being covered.

- **Footing & Foundation Inspections:** prior to placing concrete in piers, trenches, and formwork.
- **Backfill Inspection:** prior to backfill and after the footings, walls, waterproofing, and drain tile are installed.
- **Rough Inspection:** is to be made after the roof, all framing, fire stopping, bracing; and the electrical, mechanical, and plumbing rough installations have been approved; and before the insulation is installed.
- **Insulation Inspection:** is conducted after all insulation has been installed and before any finish work is installed.
- **Final Inspection:** is to be made upon completion of the building or structure **and** before occupancy occurs.

**Expiration of Permit:** a permit remains valid as long as work is progressing and inspections are requested on conducted. A permit shall become invalid if the authorized work is not commenced within 180 days after issuance of the permit **or** if the authorized work is suspended **or** abandoned for a period of 180 days after the time of commencing the work. **A PERMIT WILL BE CLOSED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN 180 DAYS OF THE DATE OF ISSUANCE OR THE DATE OF A PREVIOUS INSPECTION. CLOSED PERMITS CANNOT BE REFUNDED. THE CHARGE TO RE-OPEN A CLOSED PERMIT IS \$50.**

**Certificate of Occupancy:** a new building or a building that is altered shall not be used or occupied until a Certificate of Occupancy is issued. The permit holder or their authorized agent must request a Certificate of Occupancy upon the completion of the project. This request must include the building, electrical, mechanical, and plumbing. **A Certificate of Occupancy cannot be issued until all permits are finalized and the work covered by a building permit has been completed in accordance with the permit, the code, and other applicable laws and ordinances.**