

WILLIAMS TOWNSHIP BUILDING INSPECTION DEPARTMENT

Requirements for Obtaining Building Permits

Residential Structures covered by the Michigan Residential Code

The following items (where applicable) are required before a building permit can be issued.

- Driveway Permit** from Bay County Road Commission (684-4610)
- Well Permit** if required - Bay County Health Department (895-4006)
- Septic/Tile field permit** if required - Bay County Health Department (895-4006)
- Soil Erosion Permit** if required (895-4290)
- Flood Plain Determination** if required (DEQ - Joy Brooks - 686-8025 Ext 8364)
- Dept. of Water and Sewer** Hookup fees - 684-3883
- Water and Sewer Permits** Tap Fees - Williams Twp. Office (662-2675)
- Building Permit/Plan Review Application** - Williams Twp. Office (662-2675)
- ResCheck or Equal Plus Blower Door Test - Energy Code Requirement**

Residential Structures- Required Plans

- Two (2) sets of plans. Please provide electronic copies if they are available. If an electronic copy is provided only one set of hard copies are required.
- Site plan showing the location of the new structure and the other buildings on the site.
- Drainage plan
- Foundation plan
- Floor plans.
- Roof and wall section.
- Building elevations.

Commercial Structures and One-and Two-Family Residential with more than 3,500 square feet) – Required Plans

- One (1) hard copy of a complete set of plans and specifications with original signature and seal of an architect or engineer registered in the state of Michigan. These plans must include the electrical, mechanical and plumbing.
- An electronic copy of all the plans. **We don't need an electronic copy of the specifications.**

Mobile and Premanufactured Homes

- Building Permit/Plan Review Application.
- Two (2) sets of plans. Show the method used to tie down the unit.
- Site plan showing location of structure on site, any other buildings on site, and drainage.

Building Permit Fees

Building permit fees may be obtained from the Williams Township Building Department (989) 662-2675.

You will need to furnish the following information when calling for a permit cost on residential structures:

- Total square footage of living space including finish basement, unfinished basement area, garage area and deck area.
- Bid Price or Estimated Cost of structure.

You will need to furnish the following information when calling for a permit cost on commercial structures:

- Separate Bid Price for Architectural, Mechanical, Electrical and Plumbing
- At the time the permit is issued a copy of the signed contract showing the complete construction cost must be provided.

Swimming Pools (Requirements and items that must be provided in order to get a permit)

- A Building and Electrical permit is required and a Plumbing permit may be required.
- A site plan showing the location of the pool.
- Manufacturer installation drawings and pool specifications.
- The identification number that is attached to the pool.

Pools are to be installed per the National Electric Code (NEC), Michigan Residential Code (MRC), Michigan Building Code (MBC) and the International Swimming Pool and Spa Code (ISPSC)

When to Call for an Inspection

Please call for inspector's at least one (1) day prior to the time you need an inspection.

Who to Call for an Inspection?

Building Inspector	Les Houck	989-662-2675
Electrical Inspector	Greg Vanherweg	989-662-2675
Mechanical Inspector	Dell Bedford	989-737-9108
Plumbing Inspector	Dell Bedford	989-737-9108

Required Inspections for buildings:

Foundation Inspection

Prior to placing concrete in piers, trenches and formwork.

Rough Inspections

The rough inspection is to be made after the roof, all framing, fire stopping, bracing, electrical, mechanical, and plumbing rough installations are in place, and before the insulation is installed.

Final inspection

The final inspections is to be made upon completion of the building or structure, and before occupancy occurs.

IF SPECIAL INSPECTIONS ARE REQUIRED THE INSPECTORS WILL PROVIDE THIS INFORMATION AT THE TIME THE PERMIT IS PULLED,