

**LAKETOWN TOWNSHIP**  
**Building Department**  
**4338 Beeline Road**  
**Holland Michigan 49423**  
**Telephone (616) 335-3050**  
**Fax (616) 335-5459**

**REQUIREMENTS NEEDED TO OBTAIN BUILDING PERMIT**

1. Complete Building Permit Application form.
2. Site diagram showing:
  - a. Lot size
  - b. Proposed construction with dimensions
  - c. Setbacks from road right-of-way, side yards, rear yard
  - d. Position of : Well, septic system, driveway, electrical and gas equipment, etc.  
(A current survey sheet which is overdrawn or a separate sheet of paper can be used for the above diagram)
3. Two complete sets of building plans  
One set will be returned to you after plan review and should be at the job site at all times for reference by contractors and inspectors. (A residence over 3500 sq. ft. or a commercial /industrial building requires sealed plans)
4. A copy of sewage and well permit from Allegan County Health Dept. call (269) 673.5411. The Health Dept. also assigns house numbers to new residences; ask for an application
5. Check with Allegan County Road Commission if a culvert is needed. They will issue a driveway permit, please call (269) 673.2184
6. Copy of permit from the Dept. of Environmental Quality (formerly DNR) if necessary (required for Lake Michigan High Risk Erosion & Critical Dunes areas only, please call (517) 373.1950)
7. The following permits are also required depending upon the scope of project:
  - a. Plumbing Permit – Laketown Township Office (616) 335.3050
  - b. Electrical Permit – Laketown Township Office (616) 335.3050
  - c. Mechanical Permit – Laketown Township Office (616) 335.3050
  - d. Earth Change Permit – Issued by Allegan County through Michigan Township Services at (800) 626.5964 or (269) 673.3239

A permit is required whenever an earth change will take place within 500 feet of a lake or stream and/or disturbs one or more acres of land.

If the project is in compliance with the Laketown Township Zoning Ordinance, plan review is okay, and the above requirements are submitted, the building permit will be issued. Building permits may take up to (10) days to issue depending upon the complexity of the project. Failure to obtain permit before construction begins may result in a fine. An occupancy permit will be issued before use or occupancy of the building and after all final inspections are completed and approved by each individual inspector. See reverse side for required inspections.

## REQUIRED INSPECTIONS

THE CONTRACTOR, PROPERTY OWNER, AND/OR AGENT IS RESPONSIBLE FOR CONTACTING THE PROPER INSPECTOR AT EACH STAGE OF THE CONSTRUCTION PROCESS. PLEASE CALL INSPECTOR PRIOR TO THE NEXT CONSTRUCTION STAGE AND ALLOW SUFFICIENT TIME TO COMPLETE THE INSPECTION.

For inspections call: Plumbing (616) 399.6924  
Electrical (616) 396.1448  
Mechanical (616) 477.4940 or Fax (269)793.7140  
Building (616) 395.1152 or (269) 236.5788

### CONVENTIONAL CONSTRUCTION (House, Garage, Addition, Accessory Building)

1. Site Inspection\* (Before issue of permit)
2. Footing Forms (Before pouring concrete)
3. Foundation walls (Before backfill but after coating and drain tile)
4. Frame (After rough-in electrical, plumbing and mechanical but before insulation and wall-covering)
5. Electrical (Before covered)\*\*
6. Plumbing (Before covered)\*\*
7. Mechanical (Before covered)\*\*
8. Final (When project is completed)

### PRE-MANUFACTURED CONSTRUCTION (Modular/Double Wide)

1. Site Inspection\* (Before issue of permit)
2. Footing forms, pillar forms, slab forms (Before pouring of concrete)
  - A. Foundation walls before backfill if structure is to be on basement or crawl space
3. Pillars and tie downs (Before skirting)
4. Electrical\*\*
5. Plumbing\*\*
6. Mechanical\*\*
7. Final (When project is complete)

\* A site inspection may or may not be necessary depending upon many factors, such as the size and location of the lot, type of soil, location of lot lines (if current survey is available), etc. The Zoning Administrator and/or the Building Official will determine if necessary.

\*\*Occasionally plumbing, electrical, and mechanical systems may be encased in concrete; please contact appropriate inspector prior to covering.

**WHEN IN DOUBT, PLEASE CALL. IT IS ALWAYS EASIER TO ASK A QUESTION THAN IT IS TO CORRECT SOMETHING THAT IS DONE WRONG.**