

# -1 MICHIGAN TOWNSHIP SERVICES MUSKEGON INC.

384 N. THIRD ST  
FRUITPORT, MI 49415

[www.michigantownshipservicemuskegon.com](http://www.michigantownshipservicemuskegon.com)

PHONE (231) 865-6977  
TOLL FREE 1-800-722-4145  
FAX (231) 865-6191

## BUILDING PERMIT INFORMATION

The following information is needed to obtain a building permit for single-family dwelling. Other building permits may require more or less information.

1. A complete **BUILDING PERMIT APPLICATION** form showing:
  - a. A detailed site diagram
  - b. Owner/contractor/job site/cost information
2. **TWO SETS OF PLANS** (one will be returned to be kept on the job site)  
INCLUDE IN THE PLANS:
  - a. Foundations
  - b. All significant elevations (side views)
  - c. Floor plans with all room labeled- (1 additional floor required for assessor - please make assessor copy 8x11 per request of the assessing department)
  - d. Cross section of one wall from footing to peak
  - e. Identify north elevation as (N)Be sure to show all dimensions.
3. **ENVIRONMENTAL HEALTH PERMIT and/or WATER TAP FEE** is necessary for a septic system or an okay from the local Municipal water/sewer authority.  
Muskegon County Environmental Health - 724-6208  
Fruitport Water system (Paid tap receipt) - 865-3158  
(Fruitport Water Department requires a site diagram showing driveway, septic system location and size, also, water line and meter location).  
Ottawa County Health Department - 616-846-8360 - [www.miottawa.org](http://www.miottawa.org)  
Spring Lake Township DPW - 616-843-0080
4. **DRIVEWAY PERMITS.** Call the road commission for a permit for the installation of culvert or a Waiver. In cities call the city hall for curb cuts and side walks requirements.  
Muskegon County Road Commission - 788-2381- Res. (Paul Privacky ext. 242) - Comm. (Brent Borg ext. 254)  
Village of Fruitport - 865-3577  
Ottawa County Road Commission - 616-842-5400 - [www.ottawaorc.com](http://www.ottawaorc.com) or MDOT 616-451-3091  
**For all driveways and/or access roads that will be more than 150 ft.**, it is required that you contact the Fire Department for code requirements and final approval.  
Fruitport Fire Department - 231-773-9312 - a site diagram showing driveway and/or access road is required prior to construction - Fruitport also services Sullivan Township and Fruitport Village.  
Spring Lake Township Fire Department - 616-842-1340  
Moorland Township Fire Department - 231-853-5013
5. **TRUSS DIAGRAMS:** if plans call for engineered trusses you must secure engineer approved drawings (prior to placing of trusses) from your truss supplier, sealed and signed. If sealed and signed drawings are not received a letter will be sent to the supplier and contractor.
6. **ENERGY CODE CALCULATIONS.** State Law requires a minimum level of energy efficiency and the calculations to verify it. This is usually secured from supplier of lumber and windows.
7. **PROOF OF OWNERSHIP:** examples - deeds or land contract.
8. **EARTH CHANGE PERMIT:** Either a permit or a waiver is required if your job site is within 500 feet of any stream, lake or wetland. Ponds required planning commission approval and must be in compliance with the zoning ordinance. If D.P.W. requires drawings, please submit a copy to the Drain Commissioner also.  
Muskegon County Department of Public Works - Steve Fink - [finkst@co.muskegon.mi.us](mailto:finkst@co.muskegon.mi.us) - 724-6411 or 724-6522  
Muskegon County Drain Commissioner - 724-6219  
Ottawa County Drain Commissioner - 616-846-8220 [www.miottawa.org/CoGov/Drain](http://www.miottawa.org/CoGov/Drain)  
Soil Erosion - 616-846-8222
9. When you have this information, a permit may be obtained by contacting our office at the address or telephone numbers given at the top of the page. **For all Spring Lake projects** - please contact Lukas Hill at the Spring Lake Township office to submit site plan - 106 S Buchanan - 616-842-1340