

Frequently Asked Questions –

1. What is the _____ (Building Official's, Building Inspector's, Electrical, Mechanical or Plumbing Inspector's) name?

- Building & Zoning Director = Annette Coles
- Building Official = Mark Moss
- Building Inspector = Craig Darby
- Electrical Inspector = Mike Califf
- Mechanical & Plumbing Inspector = Jerry Antor

2. What can I build that does not require a building permit?

- One-story, detached, accessory structures under 200 sq. ft. that are MORE THAN 6 ft. from any other structure.
 - *Examples: garages, non-enclosed carports, cabanas, storage sheds, tool sheds, playhouses, dog houses and garden structures.*
- An Agricultural (AG) exempt Accessory Building (building SOLELY used for agricultural purposes)

Note: ALL Structures will still require a Zoning Permit (\$10.00)

3. How much will my permit cost?

- Fees vary; they are based on what is being built, square footage, etc. Fees are calculated at the time of the Plan Review, when all specific information/data from the project can be entered. If requested, estimated fees may be quoted by phone prior to issuance.

4. How long will it take to get my permit?

- Depending on the time of year building permit review can take anywhere from 3 to 7 working days.

5. Where are you located? / What are your hours?

- On the south-end of Big Rapids. Our address is: 14485 Northland Dr. We're located south of Perry Street and FSU's main campus; directly across from Quality Inn and Denny's Muffler Shop and next door to Pizza Hut.
- We may be reached at: 231-592-0105 or by FAX 231-592-0176
- Hours are from 8:30 a.m. until 5:00 p.m., Monday through Friday
- Inspections must be called in no later than 9:30 am if same day service is requested. 24-hour Inspection Hotline phone #231-592-9392

6. What qualifies for an "agriculture exemption"?

- A storage building that will be used for agricultural purposes only.

7. What are the setbacks for my district?

- It depends on what “district” your property is zoned as. See chart below:
 - AG Agricultural/Specialized
 - AF Agricultural/Forestry
 - R-1 Rural Residential District
 - R-2 Single Family Residential District
 - R-3 One & Two Family Residential District
 - R-4 Multiple Family Residential District
 - MHP Manufactured Home Park Residential District
 - LR Lake/River Resort District
 - C-1 Neighborhood Commercial District
 - C-2 General Commercial District
 - C-3 Highway Interchange Commercial District
 - I-1 Industrial District

District	Min. Lot Size (sq. ft.)	Min. Lot Width (feet)	Front Setback (feet)	Rear Setback (feet)	Side Yard Setback (feet)	Max. Ground Cover %	Max.* Bldg. Height (feet)	Max. Width/Depth Ratio	Min. Floor Area (sq. ft.)
AG	1 acre	200	50	10	25	None	none	4:1	none
AF	1 acre	200	50	50	25	40%	none	4:1	none
R-1	1 acre	100	50	25	20	15%	30	4:1	none
R-2	20,000a, b	100	30c	10	8	40%	30	4:1	none
R-3	20,000a, b	100	30c	30	30	40%	30	4:1	none
R-4	2 acres	200	50	50	50	40%	45	4:1	none
LR	20,000a	100	30	10	8	30%	30	4:1	none
MHP	5 acres	200	25	25	25	none	45	4:1	none
C-1	None	100	35	20	10d	40%	30	5:1	none
C-2	None	100	50	20	20d	40%	30	5:1	none
C-3	2 acres	300	75	50	30d	40%	none	none	none
I-1	None	200	75	50	40d	50%	none	5:1	none

*See #10 for Pole Building Heights

You may need to call the Building & Zoning Dept. to verify your particular district by providing you address or tax/parcel number. Phone: (231) 592-0105.

8. What permits will I need for my project?

-Depends on exactly WHAT your project is. A home requires a building, zoning, electrical, mechanical & plumbing permit from this office. You may also need to obtain well & septic permits from the Health Department, a soil erosion permit from the Drain Commissioner's office and a driveway permit from the Road Commissioner's office. A pole building or detached garage may require only a building, zoning and electrical permit. Feel free to call this office and we'll be happy to help you determine your needs.

9. Where/how do I get an address?

-The fastest, easiest way is to stop by our office with your tax/parcel number. This can be handled in a matter of minutes in most cases. –or- You may request to have an address request form mailed or faxed to you. You then complete the form, return it to this office and we will determine and assign a number to your parcel.

10. How large can Pole Buildings be?

-This depends upon your Zoning District and parcel size. See below:

In R-1, R-2, R-3, R-4 & LR

- a) Maximum size is 1,200 sq. ft., not exceeding the total ground floor area of the principle structure (dwelling), with a maximum height of 20 ft. at the peak.
- b) Where there is no dwelling, the maximum size is 1,200 sq. ft., not exceeding a maximum 15% lot coverage.

In AF and AG Districts

- a) One 1,800 sq. ft. accessory structure, not exceeding 24 ft. in height at the peak, is allowed on parcels less than 2 acres.
- b) Two 2,400 sq. ft. accessory structure, not exceeding 24 ft. in height at the peak, is allowed on parcels 2 – 5 acres.
- c) Two 3,000 sq. ft. accessory structures, not exceeding 24 ft. in height are allowed on parcels greater than 5 acres.
- d) On parcels of 2 to 5 acres, a maximum of four (4) small sheds (under 200 sq. ft.) shall be allowed. On 5 acres or greater in these districts, a maximum of one (1) per acre shall be allowed.

*Structures exceeding these sizes will require a public hearing for a Special Use permit before the Mecosta County Planning Commission for approval prior to issuance of permits. This includes additional structures 1,200 sq. ft. or greater and additions that enlarge the original structure over 1,200 sq. ft. (square footage includes lofted areas and lean-to's).