

Residential ADDITION – Requirements includes Porches if enclosed
(enclosure also includes screened in)

1. Completed Permit **Application & Zoning Clearance**
2. **Two (2) sets of plans**, to include:
 - a. Floor Plan of NEW AND EXISTING with window and door sizes & placement
 - b. Front, sides and rear elevations
 - c. Foundation plan with walkout details, if applicable
 - d. Cross section detail
 - e. Truss specifications (40 lb. Snow Load in Mecosta Co.)
3. One (1) copy of **Specifications** (Bldg. Material list)
4. Copy of signature **identification** (drivers license or builders license)
5. **Septic & Well Permit and/or B.P.A.** approval from the Health Dept. (231-592-0178) located in this building. ***MAY BE REQUIRED.*** You will need to check. (Chippewa Lake sewer area must provide written Twp. Approval before a permit can be provided)
6. **Soil Erosion Permit** from Drain Commissioner
Necessary ONLY IF you are building within 500' of water, lakes, rivers or streams, etc.

Mecosta County Courthouse
400 Elm Street, Room 201
Big Rapids, MI 49307
231-592-0103
7. **Driveway Permit** from the County Road Commission
Necessary ONLY IF a driveway needs to be put in.

120 Dekraft St.
Big Rapids, MI 49307
231-796-2611

Please Note:

Electrical, Mechanical & Plumbing permits must be individually obtained, if required to complete your project.