

BUILDING DEPARTMENT  
175 E. Adams St. Ionia, MI 48846  
Phone: (616)527-5374 Fax: (616)527-0863

**PERMIT APPLICATION CHECKLIST – (Return with Application)**

- Res. New Construction       H.U.D. Approved Home       MI Res. Approved Home       Res. Addition
- Res. Alteration       Res. Accessory Structure       Res. Detached Structure       Demolition
- Comm. New Construct.       Comm. Addition       Comm. Remodel
- Comm. Change of Use

Project address/location of proposed work: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Contractor's Name: \_\_\_\_\_

Before a permit may be issued, all of the following documentation must be submitted or justified as non-applicable. Please indicate by checkmark that each item has been enclosed with the application.

1. \*      **ZONING APPROVAL DOCUMENTATION** must be obtained from the following jurisdictions, if applicable:  
Townships: Danby, Keene, Orange, Orleans, Otisco, Portland; Villages: Clarksville, Lake Odessa, Pewamo, Saranac; City: Ionia.
2.      **SITE PLAN** on back of first page of application. (Required for **ALL** applications – NEW HOMES, ADDITIONS, INTERIOR REMODEL, GARAGES AND ACCESSORY BUILDINGS AND STRUCTURES). Diagram requirements listed separately.
3.      **BLUE PRINTS OR DRAWINGS** –Site plan, exterior elevations, wall section, foundation plan, and floor plan required on all applications. See reverse for further information. Two (2) complete sets of drawings are required with all permit applications. **Commercial project plans and homes over 3500 sq. ft. MUST** be signed and sealed.
4.      **MICHIGAN UNIFORM ENERGY CODE COMPLIANCE** – for all on-site-built construction, new residences, additions, documentation must be provided demonstrating compliance with the energy code.
5.      **PROOF OF OWNERSHIP** (Provide a copy of one of the following documents: recent tax bill which verifies owner(s) and legal description of parcel, assessor's card, recorded deed or other recorded document which contains current owner's name, unrecorded land contract in its entirety)
6.      **PROPERTY TAX I.D. NUMBER**
- 7.\*      **SANITATION & WATER SUPPLY PERMITS** (County Health Department and/or Sewer & Water Authority)\*
- 8.\*      **DRIVEWAY/SIDEWALK PERMIT** – County Road Commission, MDOT, or Village \*
- 9.\*      Is the Structure within 500 feet of water (lake, river, stream, county drain) **OR** is the excavated area equal to or greater than 1 acre? **YES / NO**  
**If YES a SOIL EROSION PERMIT IS REQUIRED from the DRAIN COMMISSION.\***
- 10.\*      Is property located in wetlands or floodplain? **YES / NO**  
No building permit may be issued if in a flood plain without DNRE\* approval.
11.      **ADDRESS NUMBERS.** All address numbers require documentation from Ionia County Department of Equalization.
12.      **Airport Zoning** is required. Airport zoning is exempt in some areas.

- \_\_\_\_\_ 13. **COMMERCIAL PERMIT ONLY:** COUNTY DRAIN COMMISSION approval for all commercial applications.
- \_\_\_\_\_ 14. **DEMOLITION PERMIT ONLY: PROOF OF UTILITY DISCONNECTIONS:** documentation from utility companies servicing structure that services have been removed for demolition.  
       \_\_\_\_\_ Electric Service  
       \_\_\_\_\_ Gas Service  
       \_\_\_\_\_ Water/Sewer Service
- \_\_\_\_\_ 15.\* **DEMOLITION PERMIT ONLY:** Regulated/controlled materials (i.e. contaminated materials, asbestos, underground storage tanks, etc.) are present on the site.           YES / NO  
 If YES, appropriate authorities must be contacted, and material disposed properly.\*
- \_\_\_\_\_ 16. **OTHER PERMITS EVENTUALLY NECESSARY:**  
       \_\_\_\_\_ Electrical   \_\_\_\_\_ Mechanical   \_\_\_\_\_ Plumbing   \_\_\_\_\_ Sign  
 Applicant or licensed contractor must submit separate application forms for these permits prior to commencing work on that portion of the project.

**RESPONSIBILITIES OF APPLICANTS**

Addition or improvement to an existing structure that is located in a flood plain where the construction is equal to 50 % or more of the original value requires approval from the Ionia Construction Board of Appeals prior to issuance of a building permit per Sec. R105.3.1.1 of the Michigan Residential Building Code.

It is the legal responsibility of the applicant to call for all required inspections or before any electrical, plumbing, mechanical, or structural work is concealed or covered. It is also the applicant's responsibility to obtain and submit separate applications for any electrical, mechanical, plumbing or building permits.

I understand Public Act 230 Section 10 that requires that I obtain a building permit prior to starting construction and Section 13 of Public Act 230 that requires I obtain a certificate of occupancy from the Building Department prior to occupying a structure.

It is a violation of Ionia County Ordinance 97-01 to start construction or occupy a structure without the proper permits. Fines and prosecution costs could be up to \$1,000 plus jail time.

BUILDING DEPARTMENT OFFICE HOURS are 8:00 am to 5:00pm, Monday through Friday.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*NOTE:** Blue prints and drawings must contain sufficient detail to perform a plan review for conformance with the State Building Code. Include wall section/cross-section drawing showing material dimensions and specification from footing to rafters, as well as floor plan indicating all room dimensions, window, door, and stair openings. All structures containing pre-manufactured members (roof trusses, floor trusses, laminated beams, etc.) require sealed diagram from the manufacturer; forward to our office at time of delivery.

**PLEASE CALL SHOULD YOU REQUIRE FURTHER ASSISTANCE IN  
 COMPLETING APPLICATIONS.**

## Contact Information:

### (1) ZONING APPROVALS:

Township:

Danby, Keene, Orange,  
Portland

Orleans

Otisco

Contact:

Jeanne Vandersloot  
Phone: (616)897-4242

Mark Ratay  
Phone: (616)841-2151

Joseph Daller  
Phone: (616)794-3506

Village:

Clarksville

Lake Odessa

Pewamo

Saranac

Contact:

Frank Reser  
Phone: (616)693-2161

Village Office  
Phone: (616)374-8698

Michael Smith  
Phone: (989)593-2553

Village Office  
Phone: (616)642-6324

OR

Jeanne Vandersloot  
Phone: (616)897-4242

City:

Ionia

Contact:

Jason Eppler  
Phone: (616)527-4170 ext. 223

### (7) SANITATION & WATER:

Environmental Health  
175 E. Adams St.  
Ionia, MI 48846  
Phone: (616)527-5341

### (8) DRIVEWAY:

M-66, M-21, M-44, M-50, M-91(N of M-44): contact MDOT at:

MDOT: Contact Ionia County Road Commission

County Road: Ionia County Road Commission  
169 E. Riverside Dr.  
Ionia, MI 48846  
Phone: (616)527-1700  
Bernie Ardis

Private Road located in Berlin, Campbell, Lyons, Odessa, and Ronald: contact township office.

City of Ionia: Ionia City Hall  
114 N. Kidd St  
Ionia, MI 48846  
Phone: (616)527-4170

(9) DRAIN COMMISSION:

John Bush  
100 W. Main St.  
Ionia, MI 48846  
Phone: (616)527-5373

(10) FLOODPLAIN/WETLANDS:

Floodplain contact: Matt Occhipinti (Monday & Thursday)  
Phone: (616)356-0207 Fax: (616)356-0202  
Email: [OcchipintiM@michigan.gov](mailto:OcchipintiM@michigan.gov)

Wetland contact: Derek Haroldson  
Phone: (616)356-0269 Fax: (616)356-0202  
Email: [HaroldsonD@michigan.gov](mailto:HaroldsonD@michigan.gov)

(15) REGULATED/CONTROLLED MATERIALS:

Ionia County Groundwater Stewardship/Resource Recovery coordinator: (616)527-2620 ext 101