



**Department of
Land Use Services**

1322 Hayes Rd • Gaylord, MI 49735
Phone: 989.731.7400 • Fax: 989.731.7419
www.otsegocountymi.gov

PROCEDURES AND REQUIREMENTS TO OBTAIN BUILDING PERMITS

Please follow the below procedures step-by-step. Building Permit Applications will not be accepted without **ALL** the necessary information. Permits may be submitted via email at LUS-BD@otsegocountymi.gov

1. HOUSE NUMBER

Contact Otsego County Equalization to obtain or verify an address at 989-731-7414

2. COPY OF APPROVED SOIL & EROSION PERMIT (Required within 500 feet of water or if disturbing more than 1 acre of land)

Contact Otsego County Conservation District at 989-732-7021

3. COPY OF APPROVED ZONING PERMIT

City of Gaylord-Contact Travis Hewitt at 989-732-4060 or treasurer@cityofgaylord.org

Village of Vanderbilt-Contact Zoning Administrator at 989-983-4244

Otsego County- Contact Christine Boyak-Wohlfeil at 989-731-7400 or cboyak-wohlfeil@otsegocountymi.gov

4. COPY OF APPROVED WELL AND SEPTIC PERMIT

Contact the Health Dept. of Northwest Michigan at 989-732-1794

5. COPY OF APPROVED DRIVEWAY PERMIT

Contact the Otsego County Road Commission at 989-732-5202 to determine if driveway permit is required

6. BUILDING PERMIT APPLICATION: By Whom the Application is Made – Application for a permit shall be made by owner, lessee or by agent of either.

7. SUB-TRADE APPLICATIONS – By Whom the application is Made

Permits can be applied for by the homeowner of the property if the homeowner is performing the work on their own single-family dwelling. If a licensed contractor is hired to perform the work, the contractor **MUST** obtain the electrical, plumbing and/or mechanical permit. **ALL** permits for commercial or rental properties **MUST** be obtained and work performed by a licensed electrical, plumbing and/or mechanical contractor.

RESIDENTIAL STRUCTURES – Application must include:

- Completed Building Permit Application
- Copies of all applicable permits listed in items 2-6 above
- **PDF electronic copy** of complete set of plans or readable drawings that include:
 - Foundation Plan
 - Foundation Anchor Strap Specifications (If required)
 - Floor Plans with ALL rooms identified
 - Bearing Wall Cross Section
 - Gable Wall Cross Section (Required with extensive glass)
 - Elevations
 - Roof Loading Data sheet
 - Truss Specifications (following placement of order)
 - Floor Girder or Ridge Beam Specifications
 - Window Schedule
 - Stair specification
 - Deck Specification
 - Attached Garage Specification
- The plan shall be drawn with sufficient clarity to indicate the nature and extent of the work proposed, and shall show in detail that it will conform to the Construction Code (Public Act 230).

❖ Any residence over 3500 square feet of habitable living area must be designed by an architect or engineer registered in the state of Michigan with his/her seal attached.

HUD SINGLE-WIDE/SECTIONAL HOME and STATE APPROVED MODULAR HOMES– Application must include:

- Completed Building Permit Application
- Copies of all applicable permits listed in items 2-6 above
- **PDF electronic copy** of complete set of plans showing the site plan, the foundation and the method of anchoring the unit to the foundation, egress porch/deck drawings
- For State Approved Modular residences, **PDF electronic copy** of the Building Systems Approval Report (BSAR) together with the Stamped State of MI approved plans.

POLE BUILDING AND/OR DETACHED GARAGE - Application must include:

- Completed Building Permit Application
- Copies of all applicable permits listed in items 2-6 above
- Pole Building Specification Sheet or **PDF electronic copy** of plans for the accessory structure

❖ Pole Buildings over 14 feet in wall height and/or over 40 feet in width, over 60 feet in length require to be designed by an architect or engineer registered in the state of Michigan with his/her seal attached.

COMMERCIAL STRUCTURES– Application must include:

- Completed Building Permit Application
- Copies of all applicable permits listed in items 2-6 above
- **PDF electronic copy** of complete set of sealed plans. ALL commercial or public assembly must be designed by a registered architect or engineer with his/her seal attached.