



BUILDING PERMIT CHECKLIST

City of Mt. Pleasant • Building Safety Department
320 W. Broadway Street, Mt. Pleasant, MI 48858
(989) 779-5347 • www.mt-pleasant.org
Email: bkench@mt-pleasant.org

An application for a building permit shall be submitted along with the following information. Work may not be started until approval is granted and the permit issued. The permit shall be displayed in a prominent location on the site until final approval is granted by the Department.

PROJECT ADDRESS: _____

☐ Residential ☐ Commercial

CHECK ALL THAT APPLY

- ☐ 1. **ADDRESS** - A request for new address shall be made to the Department of Building Safety at the time of the permit application for a new building.
- ☐ 2. **SITE PLAN** shall be provided with all of the information prescribed on the permit application to verify compliance with the City's zoning standards. All projects requiring formal site plan approval before the Planning Commission shall include a signed copy of the approved site plan with the permit application.
- ☐ 3. **PROPERTY TAX IDENTIFICATION NUMBER** shall be provided on the permit application.
- ☐ 4. **PUBLIC UTILITIES** - A copy of all Department of Public Works (DPW) permits shall be provided for water, sewer and storm water connections.
- ☐ 5. **STORM WATER PERMIT** - A copy of the Storm Water Permit shall be submitted for all construction projects where there is an earth change. Residential projects that disturb less than 200 square feet of land area may be exempt from this requirement (54.03 CC).

Residential Project ☐

Size of Earth Change _____ Ft²
- ☐ 6. **DRIVEWAY PERMITS** - A copy of the DPW permit authorizing work within City's right-of-way shall be provided for all new and/or altered driveways. Questions may be directed to Department of Public Works at (989) 779-5401. Alterations with a MDOT or a County right-of-way shall be obtained from those agencies. Copies of those permits shall be included with the application for a building permit.
- ☐ 7. **SOIL EROSION AND SEDIMENTATION CONTROL (SESC)** - Will your project involve an earth change within 500 feet of a river, open drain or disturb more than 1-acre of land area **YES NO**
If yes, copies of the permit issued by Isabella County shall be filed with the permit application. Questions may be directed to Steve Krotzer at (989) 317-4066 or skrotzer@isabellacounty.org
- ☐ 8. **EGLE PERMITS** - Will the project involve work in the regulated Floodplain and/or a wetland **YES NO**
If yes, copies of the permits issued by EGLE shall be filed with the permit application.
- ☐ 9. **ELECTRICAL, PLUMBING AND MECHANICAL PERMITS** - Separate permits shall be obtained from Isabella County Department at 200 N Main Street.
- ☐ 10. **BLUE PRINTS AND/OR DRAWINGS** - 1 Digital (preferred) Set shall be provided with permit application
 - Plans to bear the seal & signature of the registered design professional for all commercial work
 - Plans to be to drawn to scale
 - All rooms and spaces shall be designated as to use (*Kitchen, Bath, etc*)
 - Design loads with structural calculations shall be provided
 - Plans shall indicate the size and type of all structural components
 - Building elevations shall be provided
 - Building/wall sections shall identify all building components from the footing to the roof system
 - Demonstrate compliance with the State Energy Code (Rescheck or other)
 - Truss Drawings to be filed with permit when applicable or truss data affidavit

APPLICANT

DATE

CODES IN EFFECT

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2021 Michigan Building Code, Effective Date, April 9th ,2025.

2021 Michigan Rehabilitation Code for Existing Buildings, Effective Date, April 9th, 2025.

2021 Michigan Commercial Energy Code, Effective Date, April 22nd ,2025.

2021 Michigan Mechanical Code, Effective Date, March 12th ,2025.

2021 Michigan Plumbing Code, Effective Date, March 12th ,2025.

2012 International Fire Code with Appendices went into effect May 11, 2016 (Adopted by the City of MP)

2023 National Electrical Code, Effective Date, March 12th ,2024.

2023 Michigan Part 8, Electrical Code Rules, Effective Date, March 12th ,2025.

2015 Michigan Residential Code effective February 8, 2016 (Building, Electrical, Plumbing and Mechanical)

2015 Michigan Energy Conservation Code went into effect Septemb 20, 2017 (Residential) DEPT of PUBLIC

DEPT of FIRE SAFETY 804 E. High		
FIRE SAFETY		
Doug Lobsinger, Chief	(989) 779-5152	dlobsinger@mt-pleasant.org
Brad Doepker, Lieutenant	(989) 779-5122	bdoepker@mt-pleasant.org
DEPT of PUBLIC WORKS (DPW) 1303 N Franklin		
Jason Moore, Director	(989) 779-5402	jmoore@mt-pleasant.org
Stacie Tewari, PE	(989) 779-5404	stewari@mt-pleasant.org
ELECTRICAL, PLUMBING & MECH. 200 N MAIN		
Support Staff	(989) 317-4063	
Dan Rahl, Electrical Inspector	(989) 317-4065	drahl@isabellacounty.org
Nathan Calkins, Plumbing & Mech.	(989) 317-4064	ncalkins@isabellacounty.org
LARA 2501 Woodland Circle, Okemos		
LICENSING AND REGULATORY AFFAIRS		www.michigan.gov/lara
Administration	(517) 241-9302	
Boiler Division	(517) 241-9334	
Elevator Safety Division	(517) 241-9337	
FLOODPLAIN QUESTIONS		
EGLE	(517) 335-3448	www.michigan.gov/egle
Brian Kench, Floodplain Adm.	(989) 779-5301	bkench@mt-pleasant.org
NESHAP		
Department of Environmental, Great Lakes, and Energy (EGLE) Asbestos NESHAP Program - The Air Quality Division (AQD) of EGLE is delegated to implement the National Emission Standards for Hazardous Air Pollutants (NESHAP) program for asbestos in the state of Michigan.		
	(517) 335-3448	www.michigan.gov/egle
OTHER AGENCIES, UTILITIES & MDOT		
DTE	(800) 477-4747	www.dteenergy.com
MISS DIG	811	
CONSUMERS ENERGY	(800) 477-5050	www.consumersenergy.com
MDOT	(989) 775-6104, ext. 305	Ben Burrows
CENTRAL MI DIST. HEALTH	(989) 773-5921	www.cmdhd.org
ISABELLA COUNTY ROAD COMM.	(989) 773-7131	