

*Mt. Pleasant*  
[meet here]

development  
guidebook

JULY 2023

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## about the city of mt. pleasant

The City of Mt. Pleasant is the most livable, dynamic community in mid-Michigan.

As home to Central Michigan University, Mid-Michigan Community College and two of the region's most heralded health and hospital centers, we offer a vital and energetic lifestyle with amenities not often found in a community retaining a true "hometown" feel. Surrounded by lakes, rivers, forests and healthy farmland, Mt. Pleasant offers its residents, businesses and visitors a vibrant place to [live, work, learn and play](#).

Located in Michigan's Lower Peninsula, Mt. Pleasant has a rich and diversified history. Almost since the earliest days, the City's local government has been recognized throughout the state as an innovative yet sound and stable citizen-based service provider.

The City's approximately 22,000 residents have been chosen as one of the state's most "walkable" and safest communities where the arts are celebrated, parks are protected, and the entrepreneurial spirit is supported. Thank you for joining us.

## about the development guidebook

This guide provides a general overview of the City of Mt. Pleasant's development approval process. It is meant to help residents, developers, investors, and others understand the review and approval process for any size project from concept through occupancy. Consultation with staff and/or outside professionals is recommended for most projects. You can also learn more online at [www.mt-pleasant.org](http://www.mt-pleasant.org).

## key staff

### City Manager's Office

Aaron Desentz, City Manager	989-779-5321	<a href="mailto:adesentz@mt-pleasant.org">adesentz@mt-pleasant.org</a>
Addie Pritchard, Senior Executive Assistant	989-779-5323	<a href="mailto:apritchard@mt-pleasant.org">apritchard@mt-pleasant.org</a>

### Planning & Community Development

Manuela Powidayko, Director	989-779-5346	<a href="mailto:mpowidayko@mt-pleasant.org">mpowidayko@mt-pleasant.org</a>
Laura Delamater, Office Professional	989-779-5347	<a href="mailto:ldelamater@mt-pleasant.org">ldelamater@mt-pleasant.org</a>

### Building Safety

Brian Kench, Building Official	989-779-5301	<a href="mailto:bkench@mt-pleasant.org">bkench@mt-pleasant.org</a>
Laura Delamater, Office Professional	989-779-5347	<a href="mailto:ldelamater@mt-pleasant.org">ldelamater@mt-pleasant.org</a>

### Public Works

Stacie Tewari, City Engineer	989-779-5404	<a href="mailto:stewari@mt-pleasant.org">stewari@mt-pleasant.org</a>
Tammy Bow, Office Professional	989-779-5401	<a href="mailto:tbow@mt-pleasant.org">tbow@mt-pleasant.org</a>

### Public Safety

Lt. Brad Doepker, Fire Marshall	989-779-5122	<a href="mailto:bdoepker@mt-pleasant.org">bdoepker@mt-pleasant.org</a>
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### Economic Development

Michelle Sponseller, Director	989-779-5348	<a href="mailto:msponseller@mt-pleasant.org">msponseller@mt-pleasant.org</a>
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### Downtown Development

Michelle Sponseller, Director	989-779-5348	<a href="mailto:msponseller@mt-pleasant.org">msponseller@mt-pleasant.org</a>
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# City of Mt. Pleasant Development Guidebook

## outside agencies

Additional agencies may hold jurisdiction on particular development issues within the City of Mt. Pleasant depending on the project. The following list includes the mostly commonly involved outside agencies.

Central Michigan Health, 2012 E. Preston Street, Mt. Pleasant

989-773-5921

[www.cmdhd.org](http://www.cmdhd.org)

Central Michigan University – Facilities Management

Jonathan D. Webb

989-774-7473

[webb1jd@cmich.edu](mailto:webb1jd@cmich.edu)

Consumers Energy

800-477-5050

[www.consumersenergy.com](http://www.consumersenergy.com)

DTE

800-477-4747

[www.dteenergy.com](http://www.dteenergy.com)

Isabella County Drain Commissioner, 200 N. Main Street – Room 140, Mt. Pleasant

989-317-4072

[drain@isabellacounty.org](mailto:drain@isabellacounty.org)

Isabella County Road Commission, 2261 E. Remus Road, Mt. Pleasant

Pat Gaffney

989-773-7131 x 115

[pgaffney@isabellaroads.com](mailto:pgaffney@isabellaroads.com)

Michigan Department of Transportation, 1212 Corporate Drive, Mt. Pleasant

Ben Burrows (Construction Permits)

989-775-6104 x 305

[burrowsb@michigan.gov](mailto:burrowsb@michigan.gov)

Mike Loynes (Utility Coordination)

989-775-6104 x 306

[loynesm@michigan.gov](mailto:loynesm@michigan.gov)

Middle Michigan Development Corporation, 200 E. Broadway Street, Mt. Pleasant

James McBryde

989-772-2858

[jmcbryde@mmdc.org](mailto:jmcbryde@mmdc.org)

MISS DIG

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[www.missdig.org](http://www.missdig.org)

## boards and commissions

[Click here to learn more about the City's boards and commissions.](#)

Most development applications are considered by the Planning Commission. Other boards or commissions may become involved in your application if appeals, variances, rezoning or text amendments, or incentives are involved. Staff can direct you to the appropriate boards for your particular case.

### City Commission

Meets 2<sup>nd</sup> and 4<sup>th</sup> Mondays                      Staff Liaison: Aaron Desentz

### Planning Commission

Meets 1<sup>st</sup> Thursdays                              Staff Liaison: Manuela Powidayko

### Zoning Board of Appeals

Meets 4<sup>th</sup> Wednesdays                          Staff Liaison: Brian Kench

### Principal Shopping District Board (PSD-TIFA)

Meets as needed                                      Staff Liaison: Michelle Sponseller

### Historic District Commission

Meets Quarterly (February, May,  
August, November) 2<sup>nd</sup> Tuesdays              Staff Liaison: Michelle Sponseller

### Downtown Development Authority (DDA)

Meets 2<sup>nd</sup> Thursdays                              Staff Liaison: Michelle Sponseller

### Central Business District Tax Increment Finance Authority (CBD-TIFA)

Meets 4<sup>th</sup> Thursdays                              Staff Liaison: Michelle Sponseller

### Economic Development Corporation (EDC) / Brownfield Redevelopment Authority

Meets as needed                                      Staff Liaison: Michelle Sponseller

### Building, Fire & Sanitary Sewer Board of Appeals

Meets as needed                                      Staff Liaison: Brian Kench

## master plan

[Click here to view the City's Master Plan.](#)

[Click here to view the City's Future Land Use Map.](#)

The Master Plan is the primary tool for making decisions that affect the future land use of the community. It is a broad-based policy document for the physical, economic and social development as it relates to land use and has a long-range vision providing a coordinated approach to making important decisions. The current Master Plan was adopted in 2020.

## zoning ordinance / map

[Click here to view the City's Zoning Ordinance.](#)

[Click here to view the City's Zoning Map.](#)

The zoning ordinance regulates the use and development of land within the City of Mt. Pleasant. Standards are in place that apply both citywide and in each specific zoning district. You are encouraged to review the zoning ordinance and consult with staff before initiating any change of use or construction project within the City.

## incentives

[Click here to learn more about development incentives.](#)

A variety of development incentives may be available for your project. The City has two tax increment financing authorities (TIFAs), a Brownfield Plan, and other opportunities to help make your project a reality.

## notification procedures

The City of Mt. Pleasant meets or exceeds the notification requirements of the Michigan Zoning Enabling Act (P.A. 110 of 2008, as amended).

The City of Mt. Pleasant publishes notices in the Morning Sun ([www.themorningsun.com](http://www.themorningsun.com)) and mails notices to all persons owning property and occupants of property within 300 feet of the boundary of the property for which approval is requested at least fifteen (15) days before the hearing.

For applications which require a public hearing, the City places a zoning notification sign at the subject property up to fifteen (15) days before the hearing. Failure to post the notice sign may result in postponement of your application by the Planning Commission.



## land use applications

This section is designed to provide a comprehensive overview of each type of land use application. This overview does not preempt or supersede any regulations contained within the City of Mt. Pleasant Zoning Ordinance.

Most land use applications are circulated to other reviewers outside of Planning and Community Development for comment.

[Click here for more information on Planning standards and permits.](#)

[Click here for more information on Division of Public Works standards and permits.](#)

[Click here for more information on Building Safety standards and permits.](#)

[Click here for more information on Public Safety standards and permits.](#)

The table below demonstrates the role of the various review entities regarding the approval of the various Planning/Zoning Applications outlined in this document.

	<i>Makes Recommendation</i>			<i>Approves</i>	
	Planning Commission	Planning Commission	City Commission	Zoning Board of Appeals	City Staff (Administrative)
Minor Site Plan					X (limited)
Site Plan		X			X (limited)
Special Use Permit		X			
Rezoning	X		X		
Text Change / Ordinance	X		X		
Zoning Compliance Letter					X
Development Parcel Plan					X
Variance				X	
Appeal				X	

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## zoning compliance letter

Prior to considering any alterations to an existing structure or use, you are strongly encouraged to consult with the Planning and Community Development Department to confirm that the structure and/or use proposed conform to the requirements of the zoning ordinance. Upon request, the City will provide a Zoning Compliance letter.

## pre-application meeting

A pre-application meeting with City staff is required prior to submitting any development application. At this meeting, staff from Planning, Public Works, Public Safety and Building Safety can provide a preliminary review of a site plan, explain zoning requirements and discuss project timelines. Pre-application meetings often address circumstances that would otherwise result in an application being postponed or denied. Depending on the project scope and timing, multiple pre-application meetings may be necessary. Please call (989) 779-5347 or email [planning@mt-pleasant.org](mailto:planning@mt-pleasant.org) to schedule an appointment.

## community input

All applicants – particularly those applying for a Special Use Permit or Rezoning, are strongly encouraged to seek input from neighboring residents and businesses prior to filing an application with the City. This outreach can help to identify potential issues and allow time to address them prior to review. City staff can provide contact information for adjacent property owners and tenants upon request. If a meeting is held with adjacent owners and tenants, it is suggested that you gather the names of attendees and prepare a summary of the discussion. These materials can be submitted with your application to the City.

## site plan review

[Click here to review the Site Plan Review applications \(under "Planning"\).](#)

[Click here to review Section 154.613 \(\*Site Plan Review\*\) of the zoning ordinance.](#)

[Click here to review Article V \(\*Development Parcel Plans & Standards\*\) of the zoning ordinance.](#)

Site Plan Review and approval is required to ensure that the City of Mt. Pleasant develops in an orderly fashion in accordance with the zoning ordinance and Master Plan. It is recommended that all potential applicants consult with the Planning and Community Development Department regarding compliance with the zoning ordinance. Most applications for site plan review are reviewed and approved by the Planning Commission.

**Site Plan Exemptions:** The following projects are exempt from Site Plan Review in accordance with Section 154.613.A of the zoning ordinance. These projects may still require permitting or review by the City under separate ordinances and must still be built in accordance with the requirements of the zoning ordinance.

- Single family dwellings and all site improvements related to the principal use of a single property for a single-family residential use.
- Reconstruction of existing Parking Areas impacting 2,600 square feet or less of existing impervious surface without any changes to the striping or layout.
- Installation, modification, or removal of landscaping or fencing not associated with Private Landscaping, Screen, Streetscreen, or Streetscape requirements.

**Minor Site Plan Review:** Minor site modifications may be eligible for consideration for administrative approval. In accordance with Section 154.613.A of the zoning ordinance, the following projects are eligible for minor site plan review:

- Modifications to existing Principal Buildings which change the footprint by 10% or less.
- New Accessory Buildings or Structures with a footprint of 200 square feet or less.
- Modifications to existing Accessory Buildings or Structures which change the footprint by less than 200 square feet.
- Reconstruction of existing Parking Areas impacting 2,600 square feet or less of existing impervious surface with changes to the striping or layout.
- Alterations or modifications to existing Parking Area striping plans or Driveways.
- Installation, modification, or removal of regulated Private Landscaping, Screens, Streetscreens, or Streetscapes.
- Installation, modification, or removal of outdoor dining areas, bicycle parking, private sidewalks, cross-access connections, dumpster enclosures, mechanical equipment, electric car charging stations, or other site elements as determined by the City Planner.

**Site Plan Review - Administrative:** Certain site plans may be eligible for consideration for administrative approval. In accordance with Section 154.613.A of the zoning ordinance, the City Planner may review and approve applications for site plan review for projects with 10,000 sf or

less of net building area change except for those associated with a special use or special regulated use permit or requiring waivers or use determinations. Requests for administrative review should be discussed with the City Planner prior to submittal.

The City reserves the right to take all site plan applications before the Planning Commission for consideration.

**Site Plan Review – Planning Commission:** All projects not otherwise exempt from site plan review or eligible for minor site plan review or administrative site plan review shall be reviewed and approved by the Planning Commission.

**Development Parcel Plans:** Site plans involving 4 acres or more gross acres must include a Development Parcel Plan that meets the minimum requirements of Article V (Development Parcel Plans & Standards) of the zoning ordinance and has been certified as meeting those standards by the City Planner.

**Revised Site Plans:** A request to revise, modify or change an approved site plan shall be treated as a new application. Any changes to an approved site plan should be discussed with the City Planner prior to implementation.

**Time Limit of Approval and Work Completion:** Site Plan approval is valid for one year from the date of approval. Extension requests shall be made in writing to the Planning and Community Development Department prior to approval expiration and may require the review of the Planning Commission.

**Appeals:** If a site plan review application is denied, the decision may be appealed to the Zoning Board of Appeals. Application must be made within 30 days of the decision. Applications should be submitted to the Building Safety Department. [Click here](#) to read more about filing an appeal.

**Site Plan Review Timeline**

Step	Description	Timing
<b>Pre-Application Meeting</b>	See <a href="#">"Pre-Application Meeting"</a> earlier in this document.	Prior to application submittal.
<b>Application Submittal</b>	Applicants shall submit an application to the Planning and Community Development Department. The information required is listed on the application form. The applicable filing fee is required at submittal.	Generally the second Monday of the month. <a href="#">Click here</a> to view the current schedule.
<b>Review</b>	Upon receipt of a complete application, staff and outside agencies, as applicable, will provide a review and recommendation on the Site Plan based upon the requirements of the zoning ordinance and other applicable standards.	
<b>Approval</b>	Upon determination of staff and/or the Planning Commission that the Site Plan is or is not in conformance with the standards of the zoning ordinance, the Site Plan shall be granted approval, approval with conditions, or denial. All conditions imposed on approval must be resolved in order to receive final site plan approval and prior to making application for building permits.	Planning Commission Review: Generally the first Thursday of the month (3-4 weeks after submittal). Administrative Review: Generally 1-2 weeks after submittal. Minor Site Plan Review: Generally within 1 week of submittal.
<b>Permit</b>	Application may be made for all necessary building permits with the Building Safety Department and Division of Public Works.	Within one year of approval.

## special use permits

[Click here to review the Special Use Permit application \(under "Planning"\).](#)

[Click here to review Section 154.615 \(\*Special Use Permits\*\) of the zoning ordinance.](#)

A land use designated as a 'special use' in a particular zoning district is one that, because of its inherent nature, extent, or external effects, generally is not permitted in the district but could be if subject to standards and restrictions to ensure the use is located, designed, and operated in a manner harmonious with neighboring development and does not adversely affect the public health, safety, and general welfare. No special land use is permitted without a Special Use Permit issued in accordance with the zoning ordinance.

All applications for special use permits (and associated site plan reviews) are reviewed and approved by the Planning Commission.

**Appeals:** If a special use permit is denied, the decision may be appealed to the Zoning Board of Appeals. Application must be made within 30 days of the decision. Applications should be submitted to the Building Safety Department. [Click here](#) to read more about filing an appeal.

**Special Use Permit Timeline**

Step	Description	Timing
<b>Pre-Application Meeting</b>	See <a href="#">"Pre-Application Meeting"</a> earlier in this document.	Prior to application submittal.
<b>Application Submittal</b>	Applicants shall submit Special Use Permit application to the Planning and Community Development Department. The information required for review is listed on the application form. Many Special Use Permit applications also require a Site Plan Review; please check with the Planning and Community Development Department regarding your proposed use. The applicable filing fee is required at submittal.	Generally the second Monday of the month. <a href="#">Click here</a> to view the current schedule.
<b>Notice of Public Hearing</b>	Upon receipt of a complete application, staff will make proper notification of the meeting. The applicant is responsible for posting a zoning notification sign(s) on the subject property.	At least 15 days before the hearing.
<b>Review</b>	The City Planner (and other staff as appropriate) will provide a review and recommendation based upon the required standards and findings outlined in the zoning ordinance. This review and recommendation will be presented during the public hearing being conducted at the Planning Commission meeting.	
<b>Public Hearing &amp; Approval</b>	Upon receiving the staff report and conducting a public hearing, the Planning Commission will approve, approve with conditions or deny the Special Use Permit. The Planning Commission may postpone action on the application if it is determined additional information is needed from the applicant that would help address the standards of the zoning ordinance. All conditions imposed on approval must be resolved in order to receive final Special Use Permit approval and make application for building permits.	Generally the first Thursday of the month (3-4 weeks after submittal).
<b>Permit</b>	Application may be made for all necessary building permits with the Building Safety Department and Division of Public Works.	Within one year of site plan approval.



## zoning amendments

[Click here to review the Rezoning application \(under "Planning"\).](#)

[Click here to review Section 154.616 \(\*Zoning Amendments & Map Changes\*\) of the zoning ordinance.](#)

[Click here to review Article V \(\*Development Parcel Plans & Standards\*\) of the zoning ordinance.](#)

Zoning divides land into categories according to their character and use and sets regulations for these categories. When a property owner wants to develop or use land in a way that is not permitted by the zoning of the property, the owner must request to rezone the property to a classification that permits the desired development or use. A rezoning is a legislative process that will amend the zoning map and/or text of the zoning ordinance. The City Commission has the authority to approve or deny rezoning requests and receives a recommendation from the Planning Commission prior to such actions.

Rezoning applications must include a Development Parcel Plan that meets the minimum requirements of Article V (Development Parcel Plans & Standards) of the zoning ordinance and has been certified as meeting those standards by the City Planner.

The City Commission may of its own motion, or upon petition by the owner(s) of a property proposed for rezoning, prepare an ordinance amending or changing the district boundaries or the district regulations.

**Zoning Amendment Timeline**

Step	Description	Timing
<b>Pre-Application Meeting</b>	See <a href="#">"Pre-Application Meeting"</a> earlier in this document.	Prior to application submittal.
<b>Application Submittal</b>	The applicant shall submit the required information to the Planning and Community Development Department. The applicable filing fee is required at submittal.	Generally the second Monday of the month. <a href="#">Click here</a> to view the current schedule.
<b>Notice of Public Hearing</b>	Upon receipt of a complete application, staff will make proper notification of the meeting. The applicant is responsible for posting a zoning notification sign(s) on the subject property.	At least 15 days before the hearing.
<b>Review</b>	Staff will provide a review and recommendation regarding the rezoning request based upon the criteria contained in the zoning ordinance.	
<b>Planning Commission Public Hearing &amp; Recommendation to the City Commission</b>	The Planning Commission will receive the staff report and conduct a public hearing. The Planning Commission will make a recommendation to the City Commission to approve, approve with conditions, deny or postpone the rezoning request.	Generally the first Thursday of the month (3-4 weeks after submittal).
<b>City Commission Public Hearing &amp; Action</b>	Upon receiving a recommendation from the Planning Commission, the City Commission will either set a public hearing on the proposed rezoning to be held at a subsequent meeting or remand the proposed amendment back to the Planning Commission for further consideration. Following the public hearing, the City Commission will take action to approve, deny or postpone the rezoning request.	Generally 4 weeks after Planning Commission recommendation is received.
<b>City Commission Approval</b>	Once the City Commission approves the amendment to the zoning ordinance, a Notice of Amendment will be published within fifteen (15) days in the Morning Sun.	Effective 30 days after approval by City Commission.

## variances and appeals

[Click here to review the Appeal application \(under "Planning"\).](#)

[Click here to review the Variance application \(under "Planning"\).](#)

[Click here to review Sections 154.606-611 of the zoning ordinance.](#)

The Zoning Board of Appeals (ZBA) is the legislatively appointed body that can permit variances from the zoning ordinance. The ZBA can also hear and decide questions that arise in the administration of the zoning ordinance, including the interpretation of zoning maps and zoning language. The ZBA cannot issue use variances. An applicant or any other aggrieved party may file an application to the ZBA.

In granting a variance, the board may grant a lesser variance or specify, in writing, conditions regarding the location, character, landscaping or other treatment that will, in the board's judgment, be reasonably necessary to the furtherance of the intent of the zoning ordinance and the protection of the public interest. The breach of any condition shall automatically invalidate the permit granted.

Each variance granted under the provisions of the zoning ordinance becomes null and void after one year from the date of granting unless the construction or occupancy authorized by such variance or permit has commenced and is being pursued diligently to completion.

The ZBA may grant an extension for a period not to exceed one year for an approved variance. The applicant must request an extension in writing to the ZBA prior to the expiration date of the original approval. The ZBA will determine if the relevant facts of the appeal have or have not significantly changed. If the ZBA determines that relevant facts have changed significantly, the request shall be treated as a new appeal and processed according to the provisions of the zoning ordinance.

After a variance has been denied in whole or in part by the board, then no application shall be resubmitted for a period of one year from the date of the last denial; provided, however, that a denied variance may be reconsidered by the board when, in the opinion of the Building Official or ZBA, newly discovered evidence or changed conditions warrant such reconsideration.

**Zoning Board of Appeals Timeline**

Step	Description	Timing
<b>Application Submittal</b>	The applicant shall submit the required information to the Building Safety Department. The applicable filing fee is required at submittal.	Generally the first Monday of the month. <a href="#">Click here</a> to view the current schedule.
<b>Notice of Public Hearing</b>	Upon receipt of a complete application, staff will make required notification of the meeting.	At least 15 days before the hearing.
<b>Review</b>	Staff will provide a review and recommendation based upon the required standards and findings outlined in the zoning ordinance.	
<b>Public Hearing &amp; Zoning Board of Appeals Decision</b>	Upon hearing staff's review and conducting the public hearing, the ZBA shall approve or deny the variance and/or appeal. The decision will be accompanied by a finding of fact explaining the basis for the decision.	Generally the fourth Wednesday of the month (3-4 weeks after submittal).

## residential construction projects

[Click here to learn more about building permits.](#)

To learn more about projects involving single- and two-family homes please consult our building project guide below. Please note that new construction of a two-family dwelling or conversion of a single-family dwelling to a two-family dwelling generally first requires approval of a special use permit by the Planning Commission.

## commercial construction projects

[Click here to learn more about third party fire review.](#)

[Click here to review the Building Permit applications.](#)

[Click here for the Building Permit Fee Schedule.](#)

Commercial projects, including multiple-family and non-family residential housing, require design documents prepared by a licensed architect or engineer.

All required zoning approvals must be obtained prior to application and issuance of any building permits.

Please note that the Mt. Pleasant Fire Department requires all contractors to submit plans for review of all sprinkler systems, fire detection and alarm systems, and gas suppression or dry chemical systems and that these plans and inspections may be conducted by a third party at the expense of the applicant.

**Step 1.** Application Submission: The following items should be included in the permit application:

- *Checklist* - A checklist shall be completed for the project to identify other permits and/or approvals required as part of the construction project.
- *Permit Application* (Building, Zoning & Demolition)
  - An application shall be completed based on the proposed project, i.e. Building, Zoning or Demolition.
  - Applicant shall complete section IX of the Building Permit application for all construction projects consistent with the information noted on the construction plans.
  - A detailed building and lot plan shall be provided as prescribed in the permit application. Projects requiring formal site plan review before the Planning Commission (Rooming Dwellings, RSO Dwellings, Apartment Buildings, Commercial Buildings and Industrial projects) shall receive approval prior to making application for a building permit. A copy of the approved site plan shall accompany the permit application. Questions regarding exception to this requirement should be directed to the City Planner or the Building Official.
  - The Application shall be signed and dated by the property owner and the agent.
- *Application Fee* - For the purpose of calculating a permit fee, the applicant shall provide the value of all construction work, including all finished work, painting,

roofing, electrical, plumbing, heating, air conditioning, elevators, fire extinguish systems, landscape, and other permanent work or equipment.

- *DPW Approvals* - Copies of approval for work in the ROW, Water and Sewer tap-in and the storm water permit issued by the DPW shall be provided as part of the submittals on the project (Refer to Checklist).
- *Driveway Permits* - Copies of the DPW permit/s authorizing work within the City's right-of-way shall be provided for all new and/or altered driveways. Where access is planned out of the site to a County or MDOT right-of-way, permits shall be secured from those agencies and copies shall be included as part of the submittals on the project.
- *Construction Plans - 3 Sets*
  - Plans to bear the seal & signature of the registered design professional in charge
  - Architectural and structural plans
  - Electrical, Plumbing and Mechanical plans
  - Plans to denote "Deferred Submittals", i.e., Fire Alarm, Sprinkler, Hood Systems, etc
  - Statement of Special Inspection to be provided per chapter 17 of the MBC
  - Soils Report per chapter 18 of the MBC
  - Verification the project complies with the State Energy Code
  - Design loads with structural calculations shall be provided
  - Truss Drawings to be filed with permit when applicable
  - Specifications shall be provided with construction plans
- *Soil Erosion and Sedimentation Control* - A permit (issued by Isabella County) is required where the project involves an earth change within 500 feet of a river, open drain or disturbance of more than one (1) acre of land.
- *Other Permits* - Where the project involves approval from the State of Michigan for work involving a Wetland or a Floodplain, copies of the permits from EGLE shall be filed with the civil drawings for the project. A copy of the Soil Erosion permit, issued by Isabella County, along with a copy of the approved soil erosion plan for the project shall also be filed with the Building Safety Department.

All information noted above shall be submitted with the Building Permit Application and all forms shall be filled out completely.

**Step 2.** Plan Review:

- The permit application and required submittals will be made part of the plan review process.
- Staff will route copies of the construction plans/details to Isabella County and Department of Fire Safety for their reviews.
- Deferred submittals involving fire safety systems (sprinkler, fire alarm, specialty systems) or commercial kitchen exhaust hoods require separate reviews through the Department of Fire Safety. Questions regarding those reviews may be directed to Lieutenant Brad Doepker at (989) 779-5122.
- The Architect of record and the applicant will be notified if information provided does not meet the building code requirements and/or zoning regulations, along with requests for additional information when necessary.

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- Once approved, the stamped copy of the approved plans shall be maintained on site and available to the inspector throughout construction (MBC 107.3.1).
- Any changes in the approved plan shall be resubmitted to the Building Official for approval prior to the change.
- All required inspections will be outlined on the final plan review issued by the Department of Building Safety to be used in conjunction with the approved plans.
- Incomplete applications will be returned to the applicant.
- Electrical, Plumbing, and Mechanical Permits (trade) permits and/or questions regarding their reviews shall be made to the Isabella County Inspection Department at 200 N. Main Street, Mt. Pleasant.

Lisa Hoisington,  
Support Staff                      989-317-4063      [lhoisington@isabellacounty.org](mailto:lhoisington@isabellacounty.org)

Tim Wardwell,  
Electrical Inspector              989-317-4065      [twardwell@isabellacounty.org](mailto:twardwell@isabellacounty.org)

Nathan Calkins,  
Plumbing and  
Mechanical Inspector              989-317-4064      [ncalkins@isabellacounty.org](mailto:ncalkins@isabellacounty.org)

Copies of trade permits will be sent to the City once they are issued. Work authorized under the trade permits may not begin until review and approval is granted by the County following the issuance of the building permit.

### **Step 3.** Permit Issuance:

- Staff will contact the applicant to advise them when the permit is ready.
- Building Permit fees are due at the time of issuance.
- Permit fees can be paid by cash, credit card, debit card, or check.

### **Step 4.** Construction Site:

- The building permit shall be posted on site and maintained throughout the project until a certificate of occupancy is issued (MBC 105.7).
- The address shall be posted with the permit and visible from the street
- The stamped copy of the approved plans shall be maintained on site and available to the inspector throughout construction (MBC 107.3.1).
- All work shall be installed in accordance with the approved plans and code requirements.
- Streets shall be maintained free and clear of mud and/or construction debris.
- Excavations shall be secured during all times when construction staff is not present.
- Construction may only occur between 7am to 8pm per section 96.03 of the City Code.
- MISS DIG must be contacted at 811 or [www.missdig.org](http://www.missdig.org) at least 3 business days prior to any digging or excavation. Locate requests are valid for 21 days.

## codes currently in effect

### RESIDENTIAL BUILDINGS (Single Family, Duplex or Townhouses)

BUILDING	2015 - Michigan Residential Code (MRC)	Effective February 8, 2016
ELECTRICAL	2015 - Michigan Residential Code (MRC)	Effective February 8, 2016
PLUMBING	2015 - Michigan Residential Code (MRC)	Effective February 8, 2016
MECHANICAL	2015 - Michigan Residential Code (MRC)	Effective February 8, 2016
ENERGY CODE	2015 - Michigan Uniform Energy Code	Effective February 8, 2016

### COMMERCIAL BUILDINGS

BUILDING	2015 Michigan Building Code (MBC)	Effective April 20, 2017
	2015 Michigan Rehab Code Existing Buildings	Effective April 20, 2017
	2012 International Fire Code (IFC)	Reference Standard 2012 MBC
ACCESSIBILITY	2012 ICC/ANSI A117.1	Effective April 20, 2017
ELECTRICAL	2014 Michigan Electrical Code (MEC)	Effective June 18, 2015
PLUMBING	2015 Michigan Plumbing Code (MPC)	Effective April 20, 2017
MECHANICAL	2015 Michigan Mechanical Code (MMC)	Effective April 12, 2017
	2012 International Fuel Gas	Effective September 27, 2013
FIRE CODE	2012 International Fire Code (IFC)	Adopted May 11, 2016
	2012 International Fire Code (IFC) Appendix	Adopted May 11, 2016
SPRINKLER	2010 NFPA-13 (Commercial Buildings)	Reference Standard 2012 MBC
	2010 NFPA-13R (Residential Buildings)	Reference Standard 2012 MBC
	2010 NFPA-13D (One & Two Family Buildings)	Reference Standard 2012 MBC
FIRE ALARM	2010 NFPA-72	Reference Standard 2012 MBC
COMM. HOOD	2009 NFPA-17 (Kitchen Hoods)	Reference Standard 2012 MBC
ENERGY CODE	MUEC Part 10a R408.31087 to R408.31099	Effective October 9, 2014

Codebooks may be purchased on-line through the International Code Council (ICC), National Fire Protection Association (NFPA) or through the Michigan Department of Licensing and Regulatory Affairs, Bureau of Construction Codes.

International Code Council  
 National Fire Protection Association  
 LARA (MI Department of Licensing and Regulatory Affairs)

[www.iccsafe.org](http://www.iccsafe.org)  
[www.nfpa.org](http://www.nfpa.org)  
[www.michigan.gov/lara](http://www.michigan.gov/lara)



## residential rental inspection

[Click here to learn more about rental housing and licensing.](#)

Residential rental properties are licensed by the City of Mt. Pleasant. Inspections are conducted annually prior to recertification of a property's rental license to ensure compliance with all applicable licensing codes. All rental licenses also require zoning approval by the Planning and Community Development Department. The City's Neighborhood Resource Unit managements the rental housing program.

Fire Chief  
Doug Lobsinger                      989-779-5123      [dlobsinger@mt-pleasant.org](mailto:dlobsinger@mt-pleasant.org)

## business licenses

[Click here to learn more about business licenses.](#)

Certain businesses are required to obtain a license from the City Clerk prior to initiating operations. These licenses can be obtained Monday through Friday 8:00 am to 4:30 pm from the City Clerk's Office located in Mt. Pleasant City Hall, 320 W. Broadway Street.

City Clerk  
Heather Bouck                      989-779-5361      [clerk@mt-pleasant.org](mailto:clerk@mt-pleasant.org)

## liquor licenses

[Click here to learn more about liquor licenses.](#)

Businesses must be approved for a Liquor License by both the Michigan Liquor Control Commission (MLCC) and the City of Mt. Pleasant in order to sell or serve alcoholic beverages. The City of Mt. Pleasant also has available Redevelopment Liquor Licenses that require the support of the City Commission prior to issuance by the MLCC.

Most businesses that sell or serve alcohol also require a Special Use Permit from the Planning Commission; please contact the Planning & Community Development Department for details.

More information is available through the following sources:

Michigan Liquor Control  
Commission                      517-284-6250      [mlccinfo2@michigan.gov](mailto:mlccinfo2@michigan.gov)

Heather Bouck, City Clerk      989-779-5361      [clerk@mt-pleasant.org](mailto:clerk@mt-pleasant.org)

Michelle Sponseller  
(Redevelopment Liquor  
Licenses only)                      989-779-5348      [msponseller@mt-pleasant.org](mailto:msponseller@mt-pleasant.org)

