

		Whitehall Township
		Building Permit Application
		Check-List
Submit	Not Required	Item
		Water Approval and Sewage Disposal System: Permit is issued by Muskegon County Environmental Health Dept. Telephone # 231-724-6264. If public water or sewer area, proof Of paid assessment is required from Township Treasurer.
		Legal Description - Proof of Ownership: If not already on the Township records, a legal document Will be required for a recent transfer of ownership.
		Site Plan: Approved by Zoning Administrator Location of building and sewage system on property (per ordinance setbacks For front, side and rear yards.) Show existing and proposed buildings on the Size location, etc., along with measurements between buildings and the Distance from the proposed structure to all four property lines.
		Building Plans: Floor plans, elevations and a typical wall section which must show all Building materials planned, along with the size and spacing of each.
		Truss Design: If floor or roof trusses are used, detailed truss drawings supplied by the Truss designer and/or supplier must be submitted at rough inspection.
		Cost: Total cost of project, including all labor.
		Builder's License: A copy of the contractor's Michigan State Registered Builder's License.
		Driveway Permit - Muskegon County Road Commission Permit must be obtained from the Muskegon County Road Commission with Unique characteristics (Bridges, shared driveways, etc.) or a driveway over 300 ft long.
		Soil Erosion Permit: Required of all properties within 500 feet of a lake or stream.
		Flood Plains & Wetlands : Applies only to some lake and river front property. Information available at Township Office.
		Michigan Energy Calculations: Verification that they meet State requirements.