

IRON COUNTY CONSTRUCTION CODE
COMMISSION AND APPEALS BOARD

2 South Sixth Street - Suite 4
Crystal Falls, MI 49920
(906) 875-3102

Dear Clients:

January 2, 2006

Please refer to the Construction Code Building Guide for the phone numbers of the people you need to contact for the documentation listed below for your particular building site area. When coming to the Construction Code Office to secure a building permit it is required that you have a paper copy from all sources of the following information to leave at our office for our records. If not, you will not receive a building permit at that time, and will be asked to retain all of your paperwork until your documentation is in order:

1. Zoning Permit (Land Use Permit) for the job site.
2. Job site address and drawn map with directions. (Fire Number or Street Address)
3. If within 500 feet of water (standing or running): A copy of your Soil Erosion Permit including the permit number or exemption letter.
4. Health Department's Septic Tank Permit and Well Water Permit.
5. Highway Access Permit (From MDOT) or County Road Permit
6. A copy of your total building plans, all levels and elevations included. (These are for the Building Inspector to keep in the Construction Code Office.)
7. An Application for Building Permit form; which is completely filled out and signed by the homeowner. (Contractor)
8. Proof of title for the property (Tax Number).
9. When applicable, an architect's engineered signed drawing/plan of project, floor trusses and or roof trusses, or engineered slab.
10. If you are not doing the work yourself, then you must use a Michigan Licensed Contractor. We require the license number and liability number be recorded on the application.
11. A check for the total permit fee.

Jerry, the building inspector, will need to look over the plans and approve them, before a permit is issued.

Please use this form to attach all paper-work that applies to your situation and present it all at once to one of our office staff. Until you have all permits and paperwork documentation in hand you will be denied a building permit.

If you have any questions please give us a call at (906) 875-3102.

Ruth E. Ricker