

# MICHIGAN TOWNSHIP SERVICES MUSKEGON

384 N. Third St. Suite E  
Fruitport, MI 49415  
[www.michigantownshipservicesmuskegon.com](http://www.michigantownshipservicesmuskegon.com)

Phone (231) 865-6977 or 865-3310  
Toll Free 1-800-722-4145  
Fax (231) 865-6191

## **BUILDING PERMIT INFORMATION** **(additions, sheds, garages etc.)**

The following information is needed to obtain a building permit for additions, sheds, garages etc. (new houses need additional information).

1. A completed **BUILDING PERMIT APPLICATION** form showing:
  - a. A detailed site diagram
  - b. Owner/Contractor/job site/cost information
2. **TWO SETS OF PLANS**(one will be returned to you to be kept on the job site)  
**INCLUDE IN THE PLANS:**
  - a. Foundations
  - b. All significant elevations (side views of what project will look like completed)
  - c. Floor Plans
  - d. Cross section of one wall from footing to peak
  - e. Identify north elevation as (N)Be sure to show all dimensions
3. **TRUSS DIAGRAMS:** if plans call for engineered trusses you must secure engineer approved drawings (prior to placing of trusses) from your truss supplier, sealed and signed or unsealed diagrams with a statement assuming responsibility for the design and quality of their product.
4. **EARTH CHANGE PERMIT:** Either a permit or a waiver is required if your job site is within 500 feet of any stream, lake or wetland. Ponds require planning commission approval and must be in compliance with zoning ordinance. If DPW requires drawings, please submit a copy to Drain Commissioner also.  
Muskegon County Department of Public Works - Steve Fink - [finkst@co.muskegon.mi.us](mailto:finkst@co.muskegon.mi.us) - 231-724-6411  
Muskegon County Drain Commissioner - Marty Hulka - 231-724-6219  
Ottawa County Drain Commissioner - 616-846-8220 - Paul Geerlings  
[www.miottawa.org/CoGov/Drain](http://www.miottawa.org/CoGov/Drain) Soil Erosion - 616-846-8222 - Mike Munch
5. When you have this information, a permit may be obtained by contacting our office at the address and telephone numbers given at the top of the page.